



MID-ATLANTIC ASSOCIATION FOR EMPLOYMENT IN EDUCATION

**2007-2008**

**HANDBOOK**

**&**

**MEMBERSHIP DIRECTORY**

Web: <http://www.udel.edu/CSC/maee/>



**MAEE HANDBOOK 2007-2008**

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## **MISSION OF THE ORGANIZATION**

MAEE is an organization of representatives from colleges/universities and school districts committed to developing ways to encourage talented individuals to make teaching their profession of choice. Guided by our belief that "Teaching is the Cornerstone of all Professions," MAEE is dedicated to the promotion and improvement of preparing, recruiting, hiring and retaining quality teachers.

## **STRUCTURE OF THE ORGANIZATION**

The Association is served by a president, a president-elect, a secretary, a treasurer, and an immediate past president. The Executive Committee is composed of the above-named officers plus six members-at-large. Three of the members-at-large are college members and three are school members. The final member is a non-voting Emeritus member. All new members are elected by the membership.

## **MEMBERSHIP OF THE ORGANIZATION**

Regular membership in the Association shall be extended to each organization in the Mid-Atlantic region that prepares or employs educational personnel for service in public and private schools, colleges, universities and other related educational settings.

## **RESOURCES OF THE ORGANIZATION**

One of the most important benefits MAEE offers is the wealth of knowledge that is freely and openly shared by its members. In addition, the Association offers funding for research projects, future teacher clubs, and college scholarships. Close personal and professional relationships and the pooling of resources and information help make mutual problems easier to handle.

## **OTHER SERVICES OF THE ORGANIZATION**

An Annual Conference is held (usually in November) to enhance and enrich members' professional competencies and contacts. Additionally, periodic newsletters and a yearly directory are provided to active and Emeritus members.

## **THE HISTORICAL PERSPECTIVE OF MAEE (FORMERLY MAASCUS)**

The Pennsylvania Institutions for Teacher Placement Association (PITPA) proposed the organization of the states in the Mid-Atlantic area into a Mid-Atlantic Placement Association on October 11, 1962, for the following reasons:

- States have much in common geographically.
- Few of the institutions in the area belong to the national organization that was the forerunner of ASCUS.
- Those who belong to the national organization seldom attend conferences due to cost.
- PITPA could act as the promoting state for the organization.
- The new organization would in no way take the place of the national organization.
- Recruiting for eastern public schools is done largely in the Mid-Atlantic States.
- These states have much in common in recruitment, certification and curriculum.
- The reciprocity agreement between PITPA and member colleges could exist at a much greater advantage in the Mid-Atlantic Association.
- Organization of these states would minimize the use of the U.S. Employment Service.
- There is a need for professionals in the field to know each other better.

ASCUS (American Association for School, College and University Staffing) charged its subcommittee on States and Regionals to use this proposal as a pilot project for 1963. An organizational meeting was held October 17-18, 1963, and MAEE (MAASCUS) was formed. The MAEE (MAASCUS) Constitution was approved and officers elected in October 1964. The first Annual Conference was held in October 1965. PITPA voted in 1969 to dissolve, turn over its financial balance to MAEE (MAASCUS) and send its records to the ASCUS headquarters for permanent filing.

MAEE (MAASCUS) has successfully hosted the ASCUS Annual Conference in 1981, 1988 & 2001.

## The MAEE Executive Committee

2007 - 2008

President	Matthew Britt, Loudoun County Public Schools, VA
President-Elect	TBA
Secretary	Deborah Ford, Red Clay Consolidated School District, DE
Treasurer	Anna-Maria Halstead, Carroll County Schools, MD
Past President	Suzanne Harvey, Marymount University, VA
College Member-at-Large	1-Kerri Gardi, Kutztown University, PA 2-Jeff Margolis, Rowan University, NY 3-TBA
School District Member-at-Large	1-Jim Alton, School District of Philadelphia, PA 2-TBA 3-Aretha Young, Cecil County Public Schools, VA
Emeritus Member	Clifton Johnson, Jr., Chesterfield County Public Schools, VA ( <i>retired</i> )
Executive Secretary	TBA

### **Committee Projects and Chairpersons**

Audit	Dennis Steigerwalt, East Stroudsburg University, PA
Awards	Maggie Babco, Indiana University of PA
Conference Planning	Connie Laughlin, Clarion University (PA) & Deborah Stanley, Indian University of PA
Conference Site Selection	Dr. Eric Cunningham, Spotsylvania County Public Schools
Consortia	Brenda Hinton, Harford County Public Schools, MD Bangtam Rose, Harford County Public Schools, MD
Constitution/By-Laws	Clifton Johnson, Chesterfield County Public Schools, VA
Handbook/Membership Directory	TBA
FTA Project	TBA
Historian	Carol Barnett, Bloomsburg University, PA
Legislative Action	TBA
MAEE Newsletter	Kerri Gardi, Kutztown University, PA
AAEE/AASPA Liaison	Debra Davenport, Red Clay Consolidated School District, DE
SAEE/NACE/EACE Liaison	Phillip Tripp, West Chester University, PA
Membership	Jackie Meade, Westminster College, PA
Nominations	Dr. Eric Cunningham, Spotsylvania County Public Schools
Research/Special Projects	TBA
Scholarships	Dennis Steigerwalt, East Stroudsburg University, PA
Webmaster	Cindy Holland, University of Delaware, DE

\*Inactive committees are not listed. The President and Executive Board may activate or create committees as needed.

## PAST PRESIDENTS OF THE ORGANIZATION

1965	Dr. Glenn Gamble	Rutgers University
1966	Dr. Clinton J. Roberts	SUNY at Albany
1967	William C. Gutman	Temple University
1968	Anna A. Tackett	University of Maryland
1969	Dr. Lawrence Hixon	Cornell University
1970	Anthony Gervan	SUC at Potsdam
1971	Mary Kriebel	Cedar Crest College
1972	Dr. James Kraeger	Fordham University
1973	Dr. E. Samuel Hoenstine	Indiana University of PA
1974	Dr. Frank Carney	West Virginia University
1975	Dorothy Ruyak	Goucher College
1976	Ann Robinson	International Reading Association
1977	Walter Blair	West Chester University
1978	James Wohlhueter	Educational Testing Services
1979	Thomas Davies	Bloomsburg University
1980	Dr. Jack Irion	Queensbury School District
1981	Dr. Robert Argentero	Wayne Twp. Public Schools
1982	George C. Burwell	Kutztown University
1983	Robert Sullivan	Ridgewood Public Schools
1984	Lynne Robbins	New York University
1985	Elizabeth Giangiulio	West Chester University
1986	Dr. Edwin Copeland	Anne Arundel County Public Schools
1987	John F. Bailey	Baltimore County Public Schools
1988	Nan J. Schreier	Carbon Lehigh Intermediate Unit
1989	Dr. Kenneth D. King	East Orange Public Schools
1990	Tyrone B. Moore	Mercyhurst College
1991	Karen E. Cannon	Cape Henlopen School District
1992	Dr. Dennis B. Steigerwalt	East Stroudsburg University
1993	Dr. John A. Nolan	Paterson Public Schools
1994	Carol Barnett	Bloomsburg University
1995	Helen Copeland-Latten	Fairfax County Public Schools
1996	Cindy Holland	University of Delaware
1997	Joan Welker	Lock Haven University
1998	John Snyder	Slippery Rock University
1999	Kirk Thompson	Howard County Public Schools
2000	Clifton Johnson, Jr.	Chesterfield County Public Schools
2001	Louis Larson	SUNY, Cortland
2002	Dr. Joseph Lupo	Paramus Public Schools
2003	Brenda Y. Greene-Hinton	Harford County Public Schools
2004	Kirk Thompson	Howard County Public Schools
2005	Deborah Stanley	Indiana University of PA
2006	Eric Cunningham	Spotsylvania County Schools
2007	Suzanne Harvey	Marymount University, VA

## Formation of MAEE (MAASCUS): Dates and Locations of Conferences and Presidents

PROPOSAL	1962	By Ray Amalong
FORMATION	1963	From 23rd conference of PITPA, Penn Harris Hotel, Harrisburg, PA
JOINT PITPA/ MAASCUS EX.COMM.	1964	Allenberry, Boiling Springs, PA
CONFERENCE 1	1965	Marriott Hotel, Philadelphia, PA, Dr. Glenn Gamble, Rutgers University, NJ
CONFERENCE 2	1966	Marriott Hotel, Philadelphia, PA, Dr. Clinton Roberts, SUNY of Albany, NY
CONFERENCE 3	1967	Hotel Hershey, Hershey, PA, William Gutman, Temple University, PA
CONFERENCE 4	1968	Hotel Hershey, Hershey, PA, Anna Tackett, Univ. of Maryland-College Park, MD
CONFERENCE 5	1969	Grossinger's, NY, Dr. Lawrence Hixon, Cornell University, NY
CONFERENCE 6	1970	Tamiment Resort, Tamiment, PA, Anthony Gervan, SUC, Potsdam, NY
CONFERENCE 7	1971	Host Corral, Lancaster, PA, Mary Kriebel, Cedar Crest College, PA
CONFERENCE 8	1972	Grossinger's, NY, Dr. James Kraeger, Fordham University, NY
CONFERENCE 9	1973	Hotel Hershey, Hershey, PA, Samuel Hoenstine, Indiana University of PA
CONFERENCE 10	1974	Marriott Hotel, Philadelphia, PA, Dr. Frank Carney, West Virginia University, WV
CONFERENCE 11	1975	Grossinger's, NY, Dorothy Ruyak, Goucher College, MD
CONFERENCE 12	1976	Downingtown Inn, Downingtown, PA, Ann Robinson, International Reading Assn.
CONFERENCE 13	1977	Valley Forge Hilton, Valley Forge, PA, Walter Blair, West Chester State College, PA
CONFERENCE 14	1978	Host Corral, Lancaster, PA, James Wohlhueter, Educational Testing Service
CONFERENCE 15	1979	Pocono Hershey Resort, White Haven, PA Thomas Davies, Bloomsburg State College, PA
CONFERENCE 16	1980	Carousel Hotel, Ocean City, MD, Dr. Jack Irion, Queensbury School District, NY
CONFERENCE 17 (Host-ASCUS 48th Annual Conference)	1981	Host Corral, Lancaster, PA, Robert Argentero, Wayne Twp. Schools, NJ
CONFERENCE 18	1982	Mt. Airey Lodge, Mt. Pocono, PA, George Burwell, Kutztown State College, PA
CONFERENCE 19	1983	The Nevele, NY, Robert Sullivan, Ridgewood Public Schools, NJ
CONFERENCE 20	1984	The Carousel, Ocean City, MD, Lynne Robbins, New York University, NY
CONFERENCE 21	1985	Gettysburg Sheraton, Gettysburg, PA, Elizabeth Giangiulio, West Chester University, PA
CONFERENCE 22	1986	Split Rock Lodge, Lake Harmony, PA, Edwin Copeland, Anne Arundel Cty. Schools, MD
CONFERENCE 23	1987	Split Rock Lodge, Lake Harmony, PA, John Bailey, Baltimore Cty. Schools, MD
CONFERENCE 24	1988	The Omni, Norfolk, VA, (Co-host SEAASCUS, ASCUS 55th Conf)
CONFERENCE 25	1989	Seven Springs Resort, Champion, PA, Dr. Kenneth King, E. Orange Public Schools, NJ

CONFERENCE 26	1990	Sheraton Inner Harbor, Baltimore, MD, Tyrone Moore, Mercyhurst College, PA
CONFERENCE 27	1991	Lancaster Host Resort, Lancaster, PA, Karen Cannon, Cape Henlopen Schools, DE
CONFERENCE 28	1992	Mt. Laurel Resort, White Haven, PA, Dr. Dennis Steigerwalt, E. Stroudsburg Univ, PA
CONFERENCE 29	1993	Carousel Hotel, Ocean City, MD, Dr. John Nolan, Paterson Public Schools, NJ
CONFERENCE 30	1994	Hyatt Fair Lakes, Fairfax, VA, Carol Barnett, Bloomsburg University, PA
CONFERENCE 31	1995	Harrisburg Marriott, Harrisburg, PA, Helen H. Copeland-Latten, Fairfax Cty. Public Schools, VA
CONFERENCE 32	1996	Turf Valley Resort, Ellicott City, MD, Cindy Holland, University of Delaware, DE
CONFERENCE 33	1997	Tamiment Resort, Tamiment, PA, Joan Welker, Lock Haven University, PA
CONFERENCE 34	1998	Magruder Inn, Williamsburg, VA, John Snyder, Slippery Rock University, PA
CONFERENCE 35	1999	Valley Forge Hilton, King of Prussia, PA, Kirk Thompson, Howard County Public Schools, MD
CONFERENCE 36	2000	Embassy Suites Hotel, Newark, DE, Clifton Johnson, Jr., Chesterfield Co. Public Schools, VA
CONFERENCE 37 (Joint Conference with AAEE)	2001	Hershey Lodge & Convention Center, Hershey, PA, Louis Larson, SUNY Cortland, NY
CONFERENCE 38	2002	Clarion Resort Fontainebleau Hotel, Ocean City, MD Joseph Lupo, Paramus Public Schools, NJ
CONFERENCE 39	2003	Trump Taj Mahal Resort, Atlantic City, NJ, Brenda Y. Hinton, Harford Co. PS, MD
CONFERENCE 40	2004	Eisenhower Inn & Conference Ctr, Gettysburg, PA, Kirk Thompson, Howard Co. PS, MD
CONFERENCE 41	2005	Penn Stater Conference Ctr Hotel, State College, PA Deborah Stanley, Indiana Univ. of PA
CONFERENCE 42	2006	University of Delaware Courtyard Marriott/Clayton Hall Conference Center, Newark, DE Eric Cunningham, Spotsylvania County Schools, VA
CONFERENCE 43	2007	DoubleTree Hotel., Pittsburg City Center, Pittsburgh, PA, Suzanne Harvey, Marymount University, VA

## RALPH J. MELE DISTINGUISHED SERVICE AWARD

The **Ralph J. Mele Distinguished Service Award** was established in 1985 by the MAEE (MAASCUS) Executive Committee in honor of Ralph J. Mele and his dedicated service to the organization. Ralph was the Assistant Superintendent of Schools in Paramus, New Jersey, and a member of the Executive Committee at the time of his death in January 1985. The honorees are selected by the Executive Committee in recognition for outstanding professional leadership, service and contributions to MAEE.

### HONORED RECIPIENTS

1985	Ralph J. Mele (awarded posthumously)
1987	Anna A. Tackett
1989	Dr. Edwin C. Copeland
1991	Dr. Kenneth D. King
1992	Dr. Glenn Gamble
1993	George Burwell
2002	John Snyder & Joan Welker
2004	Kirk Thompson
2005	John Bailey

## MAEE LEADERSHIP AWARD

The MAEE Leadership Award is presented to any member who has a period of significant leadership and makes an outstanding contribution to the professional development of the Association. This award is for leadership and contribution above the normal expectations in the role of an officer, a committee chairperson, a person making special efforts on behalf of the Association, or a person completing a term on the Executive Committee.

### HONORED RECIPIENTS

1995, 1993	John Snyder
1996	Anna Tackett
1997	Dennis Steigerwalt
1998	Joan Welker
1999	Cindy Holland
2006	Eric Cunningham & Cindy Holland

## MAEE EMERITUS MEMBERSHIP

**Emeritus membership** is awarded based on twenty years of membership with situational involvement, or ten years with notable involvement, or five years with service as an officer upon the approval of two-thirds of the Executive Committee. Upon the recommendation of an association member, a nonvoting Emeritus membership shall be granted to a member in good standing who has retired or who has announced plans to retire after the last, but prior to the next, annual meeting. (Should plans change, this recognition would be revoked by the Executive Committee.)

## MAEE Emeritus Members

**Dr. Robert L. Argentero**  
26225 Hickory Blvd., 3A  
Little Hickory Island, FL 34134  
Wayne Township Public Schools  
Emeritus 1987

**Mr. John Bailey**  
9216 Carlisle Avenue  
Baltimore, MD 21236  
Phone: 410-256-2060  
jambail@verizon.net  
Baltimore Cty. Public Schools  
Emeritus 1991

**Mr. O. F. (Dutch) Beckhoff**  
22541 Pinewood Road  
Williamsburg, VA 23185  
Phone: 804-829-6021  
Alexandria City Public Schools  
Emeritus 1993

**Mr. Walter R. Blair**  
155 Saratoga Blvd.  
Saratoga Springs, NY 12866-9195  
West Chester University  
Emeritus 1993

**Mr. George Burwell**  
129 Ebling Rd.  
Kutztown, PA 19530  
Phone: 610-683-8407  
Kutztown University  
Emeritus 1989

**Ms. Merle Bush**  
5213 Lynngate Court  
Columbia, MD 21044  
Phone: 301-596-4165  
D.C. Public Schools  
Emeritus 1994

**Dr. Edwin C. Copeland**  
1750 Long Green Court  
Annapolis, MD 21403  
Phone: 410-757-4769  
Anne Arundel Cty. Board of Education  
Emeritus 1990

**Mr. Thomas A. Davies, Jr.**  
1238 Cherry Street  
Bloomsburg, PA 17815  
Phone: 717-784-1250  
Bloomsburg University of PA  
Emeritus 1993

**Dr. Glenn Gamble**  
Address Unknown  
Rutgers University  
Emeritus 1990

**Ms. Judy Gardner**  
265 Dark Hollow Road  
Waynesburg, PA 15370  
Phone: 724-852-2440  
jpgrannygard@yahoo.com  
Waynesburg College  
Emeritus 2002

**Dr. Norman A. Gathany (deceased)**  
Hunterdon Cty. Public Schools  
Emeritus 1983

**Dr. Glenn Grube**  
77 Eagle Harbor Trail  
Palm Coast, FL 32164  
Pequannock Twp. School District  
Emeritus 1996

**Mr. Neil (W.C.) Gutman**  
1725 Pine Street  
Philadelphia, PA 19103-6701  
Phone: 215-545-6677  
Temple University  
Emeritus 1989

**Dr. E. Samuel Hoenstine**  
Indiana University of PA  
Emeritus 1979

**Dr. Jack V. Irion (deceased)**  
Queensbury School District  
Emeritus 1993

**Mr. Clifton Johnson**  
5804 Country Manor Terrace  
Richmond, VA 23234  
Phone: 804-743-8303  
cmjrr@verizon.net  
Chesterfield County Public Schools  
Emeritus 2006

**Dr. Michael S. Kline (deceased)**  
Trenton State College  
Emeritus 1979

**Mrs. Helen Copeland Latten**  
6420 Lake Meadow Drive  
Burke, VA 22015  
Phone: 703-425-5573  
HELENBrk7@aol.com  
Fairfax County Public Schools  
Emeritus 2000

**Mr. William (Whitey) Martin**  
2906 Chapel Hill Road  
Huntingdon, PA 16652  
Phone: 814-643-6956  
Juniata College  
Emeritus 1995

**Dr. Roy A. Moss**  
336 Blairton Avenue  
Indiana, PA 15701  
Phone: 412-465-4997  
Indiana University of PA  
Emeritus 1989

**Dr. John A. Nolan**  
207 Mountainview Avenue  
Scotch Plains, NJ 07076-1417  
Phone: 602-954-8531  
Paterson Public Schools  
Emeritus 1994

**Ms. Martha Pomeroy**  
Columbia University  
Emeritus 1979

**Ms. Julia E. Read**  
Emeritus 1979

**Ms. Lynne J. Robbins**  
35 Wedgewood Dr.  
West Patterson, NJ 07424-3715  
Phone: 201-226-4630  
New York University  
Emeritus 1987

**Mrs. Ann Robinson**  
111 Birdsong Way, Villa E-403  
Hilton Head, SC 29926  
Phone: 803-342-2145  
Adelphi University  
Emeritus 1991

**Ms. Nan Schreier**  
129 Ebling Rd.  
Kutztown, PA 19530  
Phone: 610-683-8407  
Carbon-Lehigh I. U. #21  
Emeritus 1996

**Mr. G. Alan Sternbergh**  
1256 Arbor Rd  
Chambersburg, PA 17201-4058  
Westminster College  
Emeritus 1990

**Mr. Robert D. Sullivan**  
174-107 Lowell Road  
Mashpee, MA 02649  
Phone: 508-477-9154  
Ridgewood Public Schools  
Emeritus 1989

**Mr. John T. Sykes (deceased)**  
Valley Stream Central School District  
Emeritus 1982

**Mr. John W. Sykes**  
112 Little John Road  
Williamsburg, VA 23185  
Phone: 804-229-6474  
College of William and Mary  
Emeritus 1984

**Ms. Anna A. Tackett (deceased)**  
University of Maryland  
Emeritus 1982

**Dr. Al Tucci**  
3063 Terra Maria Way  
Ellicott City, MD 21042-2702  
Phone: 410-461-3383  
atucci@comcast.net  
Howard Cty. Public Schools  
Emeritus 1996

## **MAEE Adopts the American Association for Employment in Education's Code of Ethics:**

### **ETHICS STATEMENT FOR RECRUITMENT AND PLACEMENT OF TEACHER CANDIDATES**

#### **Principles for Educational Career Planning and Placement Officials**

Educational Career Planning and Placement Officials should:

1. Assist individuals in developing career plans and making career decisions without imposing personal values or biases.
2. Provide counsel, advice equitable service, and assistance to all qualified users regardless of race, religion, ethnic, or national origin, age, sex, marital status, sexual orientation, handicap status, or veteran status. This includes providing all candidates with equal access to information on job opportunities for which they meet the qualifications.
3. Provide comparable services to all employers who adhere to AAEE Ethics Principles.
4. Have knowledge of the educational field and be familiar with trends, activities, and practices affecting educational placement.
5. Maintain EEO (Equal Employment Opportunity) compliance and follow affirmative action principles in career services activities. This may include responding to concerns of EEO noncompliance, working to resolve complaints with the hiring personnel or employing organization, and if necessary, referring such concerns to the appropriate campus department or agency.
6. Disclose candidate information only with prior written consent of the candidate unless health and safety considerations or requirements of law necessitate the dissemination of such information. Educational career planning and placement officials should maintain the confidentiality of student information, regardless of source, including written records, credential files, reports, and computer databases.
7. Advise candidates about their obligations in the recruitment process and establish guidelines to encourage their compliance. Candidate obligations include:
  - Providing accurate information for all records, applications, and interviews.
  - Accepting an offer of employment in good faith, signing only one contract, and upon signing, cease interviewing and other job search activities.
  - Interviewing with employers with whom there is an intent to seek employment currently or in the future.

#### **Principles for Education Employers**

Education Employers should:

1. Maintain EEO and ADA (Americans with Disabilities Act) compliance and follow affirmative action principles in recruiting activities in a manner that includes the following:
  - Reviewing selection criteria for adverse impact upon protected groups as defined by EEO/ADA.
  - Avoiding use of unacceptable inquiries during the recruiting process. These include, but are not limited to, requests for candidate photographs, information on marital status, parental status (including number of children), sexual orientation, physical/mental/medical limitations, age, race, or religion. Employing organizations should review and if necessary revise application forms and interview questions to delete all but the necessary job-related questions.
  - Investigating concerns forwarded by the career services office regarding EEO and/or ADA noncompliance and seeking resolution of such concerns.
2. Supply accurate information on their organization's employment opportunities.
3. Refrain from any practice that improperly influences and affects job acceptances. Such practices may include undue time pressure for acceptance of employment offers and encouragement of revocation of another employment offer. Employment professionals shall strive to communicate decisions to candidates within the agreed-upon time frame. Education employers should be responsible for employment offers made by their representatives.
4. Maintain the confidentiality of all candidate information, regardless of the source, including, but not limited to, placement or credential files, personal knowledge, written records/reports, and computer databases. Candidate information should not be disclosed to another organization or individual without the prior written consent of the candidate, unless necessitated by health and/or safety conditions or requirements of law.
5. Provide candidates with written statements outlining employment offers including, but not limited to, position, salary, start date, and term of employment.

**MAEE MEMBERSHIP**  
**COLLEGES AND UNIVERSITIES**  
(Alphabetical by state)



## DELAWARE

### University of Delaware

**Cindy Holland, Assistant Director, Career Services**  
clh@udel.edu

**Dr. E. J. Townsend, Director, Career Services**  
tri@udel.edu

**Dr. Gail Rys, Assistant Director, School of Education**  
gailrys@udel.edu

**Barbara Van Dornick, Assoc. Director, DE Ctr. for Tchr Educ.**  
bvandorn@udel.edu

**Dr. John Hartman, Director, Clinical Studies**  
41273@udel.edu

Bank of America Career Services Center  
401 Academy Street

Newark, DE 19716-6510  
Telephone 302-831-8570

Fax: 302-831-4034

<http://www.udel.edu/CSC/>

### Wilmington College

**Regina Allen-Sharpe, Director of Career Services**  
regina.a.sharpe@wilmcoll.edu

**Katie P. Ellis, Career Services Associate**  
katie.p.ellis@wilmcoll.edu

**Elizabeth (Liz) A. Plouffe, College Relations**  
elizabeth.a.plouffe@wilmcoll.edu

**Richard (Dick) D. Gochnauer, Dean, Education Division**  
richard.d.gochnauer@wilmcoll.edu

**Tracy B. Pritchard, Administrative Coordinator, Education Division**

tracy.b.pritchard@wilmcoll.edu  
Career Services

320 N. DuPont Highway  
New Castle, DE 19720

Telephone 302-356-6790  
Fax: 302-328-3525

[www.wilmcoll.edu](http://www.wilmcoll.edu)

## MARYLAND

### Loyola College

**Dr. CreSaundra Sills, Director**  
[csills@loyola.edu](mailto:csills@loyola.edu)

The Career Center  
4501 N. Charles Street

Baltimore, MD 21210  
Telephone 410-617-2232

Fax: 410-617-5125

### Mount Saint Mary's University\*

**Ms. Sabira Vohra, Director**  
vohra@msmary.edu

**Dr. Barbara Martin-Palmer, Chair, Education Department**  
[palmer@msmary.edu](mailto:palmer@msmary.edu)

Career Center  
16300 Old Emmitsburg Road

Emmitsburg, MD 21727-7799  
Telephone 301-447-5202

Fax: 301-447-5243

[www.msmary.edu](http://www.msmary.edu)

### Salisbury University

**Dr. Rebecca Emery, Director**

[RAEmery@salisbury.edu](mailto:RAEmery@salisbury.edu)

**Charlie Endicott, Assistant Director**

[RCEndicott@salisbury.edu](mailto:RCEndicott@salisbury.edu)

Career Services

Guerrieri University Center, Room 263

Salisbury, MD 21801

Telephone 410-543-6075

Fax: 410-546-6910

<http://www.salisbury.edu/careerservices>

### Towson State University

**Karen Schafer, Director**

[kschafer@towson.edu](mailto:kschafer@towson.edu)

**Tom Proffitt, Associate Dean**

[tproffitt@towson.edu](mailto:tproffitt@towson.edu)

**Scott Gehring, Assistant Director**

[sgehring@towson.edu](mailto:sgehring@towson.edu)

Center for Professional Practice

8000 York Rd., Hawkins Hall 302

Towson, MD 21252

Telephone 410-704-2569

Fax: 410-704-2733

### University of Maryland

**Ms. Stacey Brown, Program Director, University Career Center**

[sbrown2@umd.edu](mailto:sbrown2@umd.edu)

**Dr. Kathleen A. Angeletti, Assistant Dean, College of Education**

[kangel@umd.edu](mailto:kangel@umd.edu)

**Ms. Rebecca A. Weir, Assistant Director, University Career Center**

[rweir@umd.edu](mailto:rweir@umd.edu)

**Dr. Javaune Adams-Gaston, Executive Director**

[jadamsg@umd.edu](mailto:jadamsg@umd.edu)

University Career Center

3100 Hornbake Library, South Wing

College Park, MD 20742-4335

Telephone 301-314-7225

Fax: 301-314-9114

<http://www.CareerCenter.umd.edu>

## NEW JERSEY

### Montclair State University\*

**Dr. Jennifer Robinson, Director, Center of Pedagogy**

[RobinsonJ@mail.montclair.edu](mailto:RobinsonJ@mail.montclair.edu)

Center of Pedagogy

Upper Montclair, NJ 07043

Telephone 973-655-4262

Fax: 973-655-7776

### New Jersey City University

**Dr. Jennifer Jones, Director**

[jjones@njcu.edu](mailto:jjones@njcu.edu)

Cooperative Education

2039 Kennedy Blvd.

Jersey City, NJ 07305-1597

Telephone 201-200-3005

Fax: 201-200-3229

**Rider University**

**Gwendolyn "Joyce" Tyler, Director of Career Services**  
tyler@rider.edu  
**Dr. David Oliver, Department Chairman**  
doliver@rider.edu  
**Claire Hamm, Associate Director, Career Services**  
chamm@rider.edu  
**Lou Ann Zerambo, Sr. Administrative Secretary**  
[zerambo@rider.edu](mailto:zerambo@rider.edu)  
Career Services  
2083 Lawrenceville Road  
Lawrenceville, NJ 08648-3099  
Telephone 609-896-5000 ext 7114  
Fax: 609-895-5639  
[www.rider.edu/careerservices](http://www.rider.edu/careerservices)

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**RELATED ORGANIZATIONS**

**CONSTITUTION**

**BY-LAWS**



## RELATED ORGANIZATIONS -

### STATE ASSOCIATIONS FOR SCHOOL PERSONNEL ADMINISTRATORS

#### Delaware (DASA)

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#### Maryland (MASPA)

President, Stephanie R. Moses  
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#### New Jersey (PAA)

Mr. Curt Wary; Executive Secretary, PAA  
Director of Labor Relations  
NJ School Boards Association  
413 W. State Street, PO Box 909  
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Tel: 609-695-7600 ext. 5261

#### New York (NYSASPA)

Ms. Donna Wisenburn, President  
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#### Pennsylvania (PASPA)

[Dr. Robin Koslo-Stahl](mailto:Dr.Robin.Koslo-Stahl)  
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[www.paspa.org](http://www.paspa.org)

#### Virginia (VASPA)

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### National Associations

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## MID-ATLANTIC ASSOCIATION FOR EMPLOYMENT IN EDUCATION (MAEE)

### THE CONSTITUTION OF THE ASSOCIATION

#### ARTICLE I: Name

The name of this Association shall be the Mid-Atlantic Association for Employment in Education.

#### ARTICLE II: Purpose

The purposes of this Association shall be to promote a determined cooperative working relationship among college and university placement and teacher preparation officials, school employing officials and Deans of the Schools of Education within the Mid-Atlantic region; to encourage promotion of the staffing activity as a growing professional enterprise; to encourage continual improvement in the procedure used in the staffing function; to promote research; and to promote the staffing concept as an integral part of the educational process.

#### ARTICLE III: Membership

- Section 1. The privilege of Regular membership in the Association shall be extended to institutions and school district consortiums in the Mid-Atlantic region that prepares or directly employ teachers and other educational personnel for service in public or private schools, colleges or universities. In the case of multiple campuses of a single college or university, membership may be obtained by each campus. Exceptions may be made by the Executive Committee. Only individuals officially responsible for education placement and staff recruitment shall represent these member institutions. The Mid-Atlantic region shall include the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and the District of Columbia.
- Section 2. The privilege of Associate membership shall be extended to both state education departments and not-for-profit organizations in the Mid-Atlantic region whose primary activities consist of providing information or services relating to educational, career planning, placement and recruitment activities.
- Section 3. The privilege of Affiliate membership shall be extended to for-profit organizations within or outside of the Mid-Atlantic region whose primary activities consist of providing information or services relating to educational, career planning, placement and recruitment activities.
- Section 4. Formal application for membership shall be filed with the Chairperson of the Membership Committee for appropriate action.
- Section 5. An individual member in good standing, but no longer affiliated with a member institution or organization, may become a dues-paying, non-voting Individual member with a two-thirds vote approval of the Executive Committee. Individual members shall be reviewed annually by the Executive Committee in order to continue such membership status.
- Section 6. Upon the recommendation of an Association member, a non-voting Emeritus membership is awarded to a member in good standing who has retired or who has announced plans to retire after the last, but prior to, the next annual meeting. (Should plans change, this recognition would be revoked by the Executive Committee.) The award is based on twenty years of membership with situational involvement, or ten years with notable involvement, or five years with service as an officer upon the approval of two-thirds of the Executive Committee.

#### ARTICLE IV: Officers

- Section 1. The officers shall be a president, a vice president (president-elect), a secretary and a treasurer.
- Section 2. The officers named in SECTION 1 may be either college or employer Regular members and shall be nominated according to the by-laws.
- Section 3. Officers shall be elected for one year terms at the annual meeting with the exception of the treasurer, who shall be elected to a two year term every two years and shall hold office until a successor is selected.
- Section 4. The vice president, if elected by the general membership and not appointed as per section 8, shall automatically succeed to the presidency.

- Section 5. No officer may be elected to more than one complete term in the same office with the exception of the treasurer, who shall be limited to two terms.
- Section 6. In case the office of the president becomes vacant, the vice president shall assume that office for the remainder of the unexpired term.
- Section 7. In the absence of the president, the president's duties shall be performed by the vice president.
- Section 8. When an officer other than that of president is left vacant for any cause, the president, shall make a recommendation to fill that office until the next annual election which shall be approved by a majority vote of the remaining executive board taken at their next scheduled meeting, or through written ballots sent through the mail.
- Section 9. If the offices of president and vice president should become vacant, the Executive Committee shall elect a temporary president to serve until the office is filled by due process at the next Annual Meeting of the Association.

#### **ARTICLE V: The 12 Member Executive Committee**

- Section 1. The four officers named above, the immediate past president, one emeritus member, and six elected members shall constitute the twelve members of the Executive Committee of the Association. Three of the elected members shall be college members and three shall be employers. The Emeritus member shall be elected by a majority of the entire Executive Committee to a term not exceeding two annual meetings. During active service on the Executive Committee, the Emeritus member shall be a non-voting advisory member to that committee. If during the Emeritus member's term he/she should become unwilling or unable to continue, the Executive Committee may vote to immediately appoint a new Emeritus member. The new Emeritus member shall serve to complete the unexpired portion of the former Emeritus' term.
- Section 2. The president of the Association shall serve as Chairperson of the Executive Committee.
- Section 3. The Executive Committee shall be responsible for transacting such business of the Association as is not reserved for the membership under the Constitution and By-Laws.
- Section 4. A majority of the Executive Committee shall constitute a quorum.
- Section 5. The terms of the Executive Committee members shall run for two years and they shall be elected in classes of three members in keeping with Section 1.
- Section 6. If any of the six elected members or the emeritus member of the Executive Committee should leave the position for any reason, the vacancy shall be filled by appointment by the president with the approval of the Executive Committee until the next annual election, when a person shall be elected for the unexpired period of the original term if the term has not expired. Those who are newly appointed or elected into the vacant terms of the Executive Committee shall constitute the categories of employers or college members intended as per Section I.

#### **ARTICLE VI: Fiscal Year**

- Section 1. The fiscal year shall be from January 1 through December 31.
- Section 2. The treasurer is responsible for each particular fiscal year and shall make a tentative report at the Annual Meeting and a full, final written report at the first new fiscal year meeting of the Executive Committee.

#### **ARTICLE VII: Meetings**

- Section 1. There shall be an Annual Meeting to be held at a time and in a place to be determined by the Executive Committee. All members may designate official representatives to the meeting. Other individuals, such as executive officers of the member institutions of school systems, may also attend the meeting as guests by paying the attendant costs.
- Section 2. Former members who have retired and are not actively working in the field may have the privilege of attending the Annual Meeting by paying all personal costs. No registration fee will be charged.
- Section 3. The business session and election of officers and members of the Executive Committee shall be held during the Annual Meeting.

Section 4. Other meetings may be called by the Executive Committee or at the request of a number of regular members equal to a quorum of the Association.

**ARTICLE VIII: Amendments**

Section 1. Proposed amendments to this Constitution shall be presented to the Executive Committee in writing at least one week prior to the business session of the Annual Meeting.

Section 2. The Constitution may be amended by two-thirds vote of the members present at the Annual Meeting or by a two-thirds vote of the membership responding by paper or electronic ballot to the Executive Committee's call for a vote. The result of the vote shall be made part of the minutes of the general meeting.

**ARTICLE IX: Dissolution**

Section 1. In the event of dissolution of the Association, the assets of the Association shall be distributed only to such organizations that enjoy exemption under Section 501 (c) (3) of the Internal Revenue Code.

## MAEE CONSTITUTION AND BY-LAWS

### ARTICLE I: Dues

Section 1: Dues shall be determined by the Association upon the recommendation of the Executive Committee.

### ARTICLE II: Eligibility to Vote

Section 1. Each dues-paying Regular and Associate member institution or organization in good standing shall be entitled to one vote. Compliance with the requirements of the Constitution and By-Laws shall constitute good standing.

Section 2. Twenty percent (20%) or more of the Regular and Associate members of the Association shall constitute a quorum.

### ARTICLE III: Election of Officers and Members of the Executive Committee

Section 1. The Nominating Committee chaired by the Past-President, and consisting of at least two additional members exclusive of the current Executive Committee, will solicit suggestions for candidates from the membership approximately nine (9) months prior to the Annual Conference in November. A list of positions to be filled and brief descriptions of the duties/qualifications will be mailed to each individual representing member institutions in good standing.

Section 2. The Nominating Committee will then prepare a ballot with candidate(s) for each vacant office based on the membership returns and the input from the Committee members. The ballot will be presented to the Executive Committee at the May Board Meeting for approval. In preparing the ballot, the committee shall consider the following factors:

- nominations from the membership received through the general mailing
- the qualifications and previous contributions of each candidate and their willingness to serve the organization
- overall composition of the current MAASCUS Board both continuing and new members
- a balance between school district and college representation
- ethnic minority representation
- gender balance
- representation from various geographic areas in the MAASCUS region

Section 3. The Nomination Committee shall nominate only individuals representing Regular member institutions in good standing.

Section 4. The election ballot will be mailed in August to the primary contact of member institutions, i.e. only one vote per institution. Consultation with other representatives of the institution, as listed in the Membership Directory, will be encouraged. Member institutions must be in good standing, i.e. dues for the current year must be paid. The candidate receiving the greatest number of votes for each position shall be elected. Successful candidates will be notified by September and presented at the Annual Business Meeting in November.

Section 5. With the exception of the Treasurer (Article IV, Section 5), no elected officer of the Executive Committee shall be nominated for the same office while still holding that office.

### ARTICLE IV: Amendments to the By-Laws

Section 1. Proposed Amendments to the By-Laws shall be presented to the Executive Committee in writing one week prior to the business session at the Annual Meeting.

Section 2. The By-Laws may be amended by the approval of the Executive Committee and a two-thirds vote of Regular and Associate members present at the Annual Meeting or by a two-thirds vote of the membership responding by paper or electronic ballot to the Executive Committee's call for a vote. The result of the vote shall be made part of the minutes of the general meeting.

**Revisions approved by membership - December 2002** *(Included in Executive Board binders - February 2004)*