

**Maryland Career and Technology Administrators (MCTA)
15th Annual Summer Professional Development Institute
Turf Valley Resort, 2700 Turf Valley Road, Ellicott City, Maryland 21042
July 24 – 25, 2018**

**MINUTES
TUESDAY, JULY 24, 2018
PROFESSIONAL DEVELOPMENT/KEY ISSUES**

Registered MCTA Attendees and School Systems Represented:

Carrie Akins, CTE Instructional Specialist, Charles
Bryan Ashby, CTE Director, Wicomico
Natalie Belcher, CTE Instructional Facilitator, Howard
Michael Boyle, CTE Director, St. Mary's
Scott Buhrman, CTE Assistant Principal, Washington
Katie Campbell, CTE Specialist, Harford
Candy Canan, CTE Director, Allegany
Michael Egan, CTE Principal, St. Mary's
Michael Grubbs, CTE Coordinator, Baltimore County
Douglas Handy, CTE Director, Baltimore County
Kati Heefner, CTE Specialist, Frederick
Sharon Kramer, CTE Director, President-elect, Howard
Deb Kremer, CTE Director and MCTA Treasurer, Anne Arundel
Rob Limpert, CTE Director, Harford
Norm McGaughey, CTE Coordinator, Frederick
Jack Newkirk, CTE Assistant Principal, Frederick
Kristine Pearl, CTE Director and MCTA President, Frederick
Kimberly Pinhey, Principal, Wicomico
Maria Tarasuk, Supervisor K – 12 Social Studies, Montgomery
Adam Tolley, CTE Director, Queen Anne's
William Witte, CTE Assistant Principal, Wicomico
Marjorie Lohnes, MCTA Executive Director

Guest Speakers, July 24:

Scott Murphy, Director of Secondary Curriculum and Districtwide Programs, Montgomery County Public Schools
Michael Connet, Director of Programs and Communications, ACTE
Dr. Lynne M. Gilli, Assistant State Superintendent and Program Manager for Instruction, Department of Career and College Readiness (DCCR), Maryland State Department of Education (MSDE)

9:00 a.m.

Kristine Pearl, MCTA President, opened the meeting by welcoming all MCTA members in attendance and thanking them for their participation in the Institute. She noted that the agenda for the meeting is full of outstanding presentations and that the group will make every effort to stay on track with the agenda to make the most of the professional development time. Kristine asked all those present to introduce themselves along with the school system they represent and current role. All participants introduced themselves to the group.

Marjorie welcomed those present and reminded the group that they have received all preliminary documents via e-mail in lieu of having a packet. She asked that all participants provide feedback via the evaluation form. There is

a section to rate each presentation so that evaluation comments and thoughts can be recorded throughout the Institute. She also provided information on logistics and locations of importance at the conference.

PROFESSIONAL DEVELOPMENT/KEY ISSUES

9:15 a.m.

Report on Montgomery County Career Readiness (CTE) External Review: *Preparing All Students for Economic and Career Success*

Scott Murphy, Director of Secondary Curriculum and Districtwide Programs, Montgomery County Public Schools, presenter

Presentation available with other MCTA documents

Kristine introduced Scott Murphy to lead the presentation. Scott currently serves as the CTE Director for Montgomery County.

In 2016, the Montgomery County Board of Education contracted with the Education Strategy Group (ESG) to conduct a comprehensive review of Career and Technology Education (CTE) programs of study in Montgomery County Public Schools (MCPS).

ESG addressed two primary objectives in the CTE program review:

- Gather and analyze data to evaluate the current state of CTE programs.
- Work with MCPS staff to develop strategic recommendations for an action plan for program improvements within available financial resources to increase the number of students who complete CTE programs and are effectively prepared for high demand fields of employment and non-remedial postsecondary education.

The findings and recommendations delineated in the report align with the MCPS organizational commitment to continuous improvement and challenged the system to rethink some long-standing practices and programs to ensure that they reflect system core values.

A comprehensive list of findings and recommendations is delineated in the full report and is organized in the following five areas:

- Vision/Systematic Priorities for Career Readiness
- Employer Engagement/Demand Driven Programming
- Quality and Consistency of Career Programming
- Thomas Edison High School of Technology
- Communication/Knowledge

Mr. Murphy set the stage with a review of how thinking has evolved on how best to prepare students for the future. The goal of K-12 education has long been to prepare students effectively for life after high school, but what is meant by postsecondary success has shifted significantly in recent years. The economy has changed; college has changed; and career opportunities have changed. In the next few years, nearly two-thirds of all jobs will require some level of postsecondary education and training, which will provide significantly more and better opportunities to skilled, technical, postsecondary-credentialed workers. That does not mean only individuals with bachelor's degrees will find success in the job market. Those who hold associate degrees in technical fields in many instances already out-earn their peers with bachelor's degrees in nonquantitative fields. Choices students make regarding their path of study after high school have never been more important.

ESG assessed the district's career readiness efforts to determine the degree to which they were: driven by labor market needs; shaped by employers; rigorous and relevant; fully utilized and effective vehicles for preparing all students for the full range of high-quality postsecondary options.

The full report can be found here: <http://www.montgomeryschoolsmd.org/uploadedFiles/career-readiness/MCPSCareerReadinessReport9-12-17.pdf>

10:00 a.m.

Work Session: Discussion of MCTA becoming an ACTE State Chapter

Michael Connet, Director of Programs and Communications, ACTE

Presentation available with other MCTA documents

Kristine introduced Michael Connet to discuss the issue of MCTA becoming an ACTE State Chapter and to answer questions. Mr. Connet began the presentation with thanks for the help of Maryland members in making the Region 1 ACTE conference in April a success. The conference was held at Sollers Point Technical High School. Following his presentation, the membership engaged with Mr. Connet to discuss the meaning for MCTA of becoming an ACTE State Chapter.

In terms of costs, MCTA agency membership would be the current \$350 plus \$80 for ACTE membership and a proposed additional \$20 for division (administration). The \$80 would go to ACTE and MCTA would keep the \$20 to defray administrative costs. Additional members would include any CTE professional, active or retired from an educational agency of any level who identifies their role as administrative. These members would pay \$80 ACTE dues and \$20 division dues that come to MCTA. Sharon pointed out the importance of targeting our postsecondary partners to join us. Bryan commented on the quality, value and importance of the national conference. He added that there is a savings in the cost of conference registration for ACTE members. Mike Boyle agreed and noted that attending national conferences is a professionally invigorating experience for teachers. Lynne Gilli commented on how disappointing it is that despite the high level of CTE programs and activities in Maryland, they are not highlighted in ACTE blogs and publications because of the lack of formal connection with ACTE. Sharon wondered how we would take care of collecting the dues. Michael said they could be collected locally as usual or ACTE could assume that responsibility. These are choices that will be made over time. Michael noted that the administrative division of ACTE has the largest membership of the divisions and that there are many resources available for this affinity group through ACTE. Marjorie inquired about what things MCTA might not have considered or might not know about of which we should be aware before we vote to become an ACTE State Chapter. Michael said that an annual report needs to be submitted and as a step beyond that, chapters can seek to meet Quality Association Standards.

10:30 a.m. Break

10:45 a.m.

CTE Issues and Initiatives at MSDE

Dr. Lynne M. Gilli, Assistant State Superintendent, DCCR, MSDE, presenter

Presentation available with other MCTA documents

Kristine welcomed Lynne who provided an update to the group on current CTE issues and initiatives. Lynne gave a presentation and there was open discussion with the group throughout.

Status of Perkins reauthorization

Lynne urged all members to review the Legislative Summary and Analysis on Blackboard that was disseminated by Advance CTE, the National Association of State Directors for CTE.

Draft CTE recommendations from the Commission on Innovation and Excellence in Education in Maryland

CTE Innovation Grants

House Bill 1415, Chapter 361—Education—Commission on Innovation and Excellence in Education: “The purpose of the grants is to provide funds to develop and implement a CTE curricular framework and pathway that is innovative and includes best practices that are used by the best CTE programs around the world.”

Status of the report of the High School Graduation Task Force

Apprenticeship Maryland and MSDE's federal apprenticeship grant application

Regulations for Professional Technical Education Teachers (formerly trades and industry)

The State Board of Education did not adopt the proposed regulations for additional college credit in lieu of testing nor did they adopt the adjunct teacher regulations. They tasked MSDE with revising those proposed regulations and presenting the revised language at the July 24, 2018 Board meeting.

Computer Science Standards

The final draft was sent to the Computer Science Teachers Association (CSTA) for feedback. It is anticipated that comments will be received in early August and sent to the State Board in September.

Computer Science Praxis Exam

Dr. Salmon is requesting the State Board of Education to approve the implementation of the revised Computer Science Praxis Assessment effective 9/1/2018 with a qualifying score of 149 (test code 5652).

New CTE website

Project Lead The Way Launch Grant from the Weinberg Foundation

The following dates were highlighted:

November 15, 2018: PLTW Counselors Conference

November 28, 2018: Date for Joint Meeting with MSDE in Baltimore County may need to be changed

January 25 – 27, 2019: PLTW Summit in Baltimore

Noon

Lunch

1:00 p.m.

Open Forum on CTE using EdCamp

Norm McGaughey, CTE Coordinator, Frederick County, facilitator

Kristine introduced her colleague Norm McGaughey to facilitate the EdCamp session. She reminded the group that MCTA has used this professional strategy in for the past two years to address issues of interest to the group.

Two EdCamp sessions were conducted with 3 topics open for discussion in each session. The discussion sessions were:

Session One

Computer Science

SCED Codes

LACs and PACs

Session Two

Strategies for Meeting the 45% Goal

Capstones, Dual Enrollment and Internships

Curriculum Sharing and Innovation

2:15 p.m. Break

MCTA BUSINESS

2:30 p.m.

Approval of minutes of meeting of March 19, 2018 minutes

Kristine asked if there were additions or correction to the minutes of the MCTA Spring Meeting held on March 19, 2018. Minutes were distributed to the membership in June and in the e-mail that included materials and documents for the meeting on July 15, 2018. Deb Kremer moved for approval of the minutes. Bryan Ashby made a second to the motion. The motion was passed unanimously.

2:35 p.m.

Treasurer's Report

Kristine called on Deb Kremer to present the Treasurer's report. Deb presented the report, addressing assets, credits and debits.

MCTA's current treasury balances, as of July 16,2018:

Total Assets: \$14,590.94 which is comprised of the following accounts:

- PNC Checking Account - \$3,965.28
- Howard Bank CD - \$10,625.66

Total credits since 4/12/18: \$7,318.

Total debits since 4/1/18: \$ 9,339.79

Mike Boyle moved to accept the Treasurer's Report and Sharon Kramer made a second to the motion. The motion was approved unanimously.

2:40 p.m.

Internal Audit Report

Kristine called on Sharon Kramer to give the internal audit reports. Sharon said that she and Traci Chappellear conducted the audits and found that everything was in order.

Review of MCTA Financial Record

July 1, 2016 – August 30, 2017

A test has completed of the accounting books and records of the Maryland Career and Technology Administrators (MCTA) for the fiscal year beginning July 1, 2016 and ending August 30, 2017. All information included in the accounting books and records are the representation and responsibility of the MCTA Treasurer and MCTA Executive Director.

In order to gain satisfaction that the accounting books and records of the Maryland Career and Technology Administrators contained no material misstatement, specific tests were made. Transactions from the cash receipts and cash disbursements journals were followed through their entirety, and bank records and bank balances were confirmed. Based upon these tests, the accounting books and records of Maryland Career and Technology Administrators for the fiscal year beginning July 1, 2016 and ending on August 30, 2017 contained no material misstatement.

Review of MCTA Financial Records

September 1, 2017 – April 30, 2018

A test has completed of the accounting books and records of the Maryland Career and Technology Administrators (MCTA) for the fiscal time period beginning September 1, 2017 and ending April 30, 2018. All information included in the accounting books and records are the representation and responsibility of the MCTA Treasurer and MCTA Executive Director.

In order to gain satisfaction that the accounting books and records of the Maryland Career and Technology Administrators contained no material misstatement, specific tests were made. Transactions from the cash receipts and cash disbursements journals were followed through their entirety, and bank records and bank balances were confirmed. Based upon these tests, the accounting books and records of Maryland Career and Technology Administrators for the fiscal time period beginning September 1, 2017 and ending on April 30, 2018 contained no material misstatement.

2: 45 pm

Executive Director's Report

Kristine called on Marjorie to provide the Executive Director's report. Marjorie thanked the membership for their support of MCTA. She provided the following information in a written report:

General Meetings:

- Arranged for two general MCTA meetings, choosing centrally located venues at the request of the membership
- Worked with the collaborative team to create meeting agendas
- Prepared and distributed invitations to all meetings, accepted registrations and sent reminders to members
- Coordinated invitations to meeting presenters and speakers
- Compiled and distributed detailed minutes to membership
- Attended one joint meeting with MSDE

Collaboration

- Contacted new directors with an invitation to collaborate as needed
- Served as a liaison for MCTA with outside groups, agencies and individuals

Efforts to Form ACTE State Chapter

- Collaborated with ACTE staff and MCTA committee to prepare for creating petition and request to become a State Chapter
- Prepared a bylaw revision required for acceptance as ACTE State Chapter
- Ten (10) hours of allotted 135-hour contract hours used—resulting in 5.5 hours over 135 hours contract hours—(information included to consider if there will be increased costs in becoming an ACTE State Chapter)

Summer Institute:

- Researched and reported on venue options for the MCTA 2018 Summer Professional Development Institute
- Worked with collaborative team to create a relevant agenda for MCTA members and CTE partners
- Structured pricing for the Institute with the goal of ensuring the financial viability of the Institute
- Distributed and managed registration materials in collaboration with the treasurer
- Served as the liaison for MCTA with conference venue
- Facilitated contacts and verifications for Institute presentations, sessions and business
- Prepared materials for the meeting

Comparison Registration Data 2015 - 2018 Summer Institutes as of 7/24/18—Duplicate Counts

	2015	2016	2017	2018
School Systems	9	14	15	13
CTE Participants	10	21	27	24
CTE Directors	9	11	15	10
CTE Administrators	2	6	7	7
Executive Director	1	1	1	1
Outside Speakers	4	3	8	4

2:55 p.m.

Approval of Executive Director’s 2018 – 19 Contract and Signatures

Kristine called on Deb to present the MCTA Executive Director contract for Marjorie Lohnes for 2018-19. There were no changes in the contract. Deb asked the MCTA members to accept the contract. A motion was made by Bryan Ashby to renew the contract. Rob Limpert made a second to the motion. The motion was passed, and the contract was accepted and signed.

3: 05 p.m.

Discussion and action on proposed bylaw change

Kristine called for discussion on becoming an ACTE State Chapter and the proposed bylaw revisions. All registrants received a copy of these changes in advance along with a notice that a vote would be taken. The change in the bylaws was to provide language for MCTA to become a unified State Chapter of ACTE. There were also some changes to align the bylaws with current practice in the election of officers and minor wording changes. Members

discussed the pros and cons of becoming an ACTE State Chapter. Sharon said that ACTE is highly regarded. The recognition that would come with our affiliation would be positive. Bryan and Douglas both praised the value of ACTE conferences as a means of quality professional development. Douglas added that ACTE will help to broaden the perspective of MCTA with greater attention to policy and advocacy. Bryan felt an affiliation with ACTE would add momentum to our current goals and practice. Sharon Kramer moved to accept the new bylaws. A second to the motion was made by Douglas Handy. The motion passed with one abstention and all other votes in favor.

3:45 p.m.

Establish MCTA goals and priorities for 2018 – 2019/Establish focus for joint meetings with MSDE DCCR

Kristine called for a discussion of what the group would like to have for the goals and priorities in the coming year, keeping in mind the information gained from presentations and discussions earlier in today's meeting. These priorities will shape the next president's discussion with MSDE regarding the focus for the quarterly joint meetings. After some discussion the work was tabled for further discussion tomorrow.

4:00 p.m.

Establish MCTA meeting dates and locations for 2018 -2019

Kristine noted the meeting dates that have been established by MSDE as follows:

Meeting Dates for 2018 – 2019

The dates for MSDE meetings with local directors are:

Friday September 21—Garrett County

Wednesday December 5—Baltimore County, Sollers Point Technical High School (note date change)

Wednesday February 7—Cisco, Fulton, MD (note date change)

Tuesday April 23—MSDE

With these dates in mind, the group discussed dates and locations for the Fall and Spring meetings. The following dates were chosen:

Fall meeting—Wednesday, October 10—Frederick County Career and Technology Center

Spring meeting—Thursday, March 28th—Charles County, Northern High School

2019 Summer Professional Development Institute—July 23 – 24, Turf Valley Resort, Ellicott City

4:10 p.m.

Election of officers

Kristine presented the following slate of candidates for 2018 – 2020:

President—Sharon Kramer, CTE Director, Howard County

President-elect—Douglas Handy, CTE Director, Baltimore County

Treasurer—Deborah Kremer, CTE Director, Anne Arundel County

Treasurer-elect—Traci Chappellear, CTE Director, Charles County

Kristine asked for other nominations from the floor. With no further nominations, Rob Limpert moved for nominations to be closed and the affirmation of the slate of officers as presented. Bryan Ashby made a second to the motion that was passed unanimously.

4:15 p.m.

Old Business

Kristine asked if there is old business that needs attention. There was no old business.

4:20 p.m.

New Business

Kristine asked who would be willing to assist new CTE Directors in addition to Marjorie. Bryan Ashby volunteered to work with Adam Tolley in Queen Anne's County. Diane Stulz is expected to be the new director in Worcester County and a new director has been named in Talbot County.

4:25 p.m.

Wrap-up and adjournment

Kristine asked everyone to keep their evaluation sheets current. The meeting was adjourned.

MCTA DINNER, MONDAY JULY 24, 2018

At the MCTA 2018 Summer Professional Development Institute dinner MCTA participants and guests honored their CTE colleagues in Maryland who retired as of July 1, 2018. Pam Clay, CTE Director Talbot County and MCTA past president and Caroline Bloxom, CTE Director and Principal Worcester County were honored. Both were presented with a pewter box engraved with her initials.

**WEDNESDAY, JULY 25, 2018
PROFESSIONAL DEVELOPMENT AND KEY ISSUES**

Registered MCTA Attendees and School Systems Represented:

Ruth Akers, CTE Resource Teacher, Baltimore County
Carrie Akins, CTE Instructional Specialist, Charles
Bryan Ashby, CTE Director, Wicomico
Natalie Belcher, CTE Instructional Facilitator, Howard
Michael Boyle, CTE Director, St. Mary's
Valerie Brennan, CTE Resource Teacher, Baltimore County
Scott Buhrman, CTE Assistant Principal, Washington
Katie Campbell, CTE Specialist, Harford
Candy Canan, CTE Director, Allegany
Michael Egan, CTE Principal, St. Mary's
Michael Grubbs, CTE Coordinator, Baltimore County
Douglas Handy, CTE Director, Baltimore County
Sharon Kramer, CTE Director, President-elect, Howard
Deb Kremer, CTE Director and MCTA Treasurer, Anne Arundel
Rob Limpert, CTE Director, Harford
Norm McGaughey, CTE Coordinator, Frederick
Jack Newkirk, CTE Assistant Principal, Frederick

Kristine Pearl, CTE Director and MCTA President, Frederick
Maria Tarasuk, Supervisor K – 12 Social Studies, Montgomery
Adam Tolley, CTE Director, Queen Anne’s
William Witte, CTE Assistant Principal, Wicomico
Marjorie Lohnes, MCTA Executive Director

Guest Speakers, July 25:

Kyle Swisher, Credit Union Foundation

Wednesday, July 25, 2018

9:00 a.m.

Kristine Pearl, MCTA President opened the meeting and provided an overview of the day’s agenda. Because of the limited time yesterday for full discussion of the goals and focus areas, Sharon facilitated a process of small group discussions to try to clarify the goals and activities for 2018-2019. The following goals and focus areas were established for 2018 – 2019:

Maryland Career and Technology Administrators (MCTA)

Goals

1. Advocate for shared concerns with Maryland State Department of Education (MSDE), Division of Career and College Readiness (DCCR)
2. Develop strategies to address federal and state government policy requirements related to Career and Technology Education (CTE)
3. Promote collaboration among stakeholders
4. Ensure that all students are career and college ready

Focus Areas

- 1.1 Analyze PQI data by school site, program, and student performance
- 1.2 Advocate for current, relevant opportunities for CTE teachers that increase teacher knowledge and skills related to teaching and the learning process as they earn teacher certification
- 2.1 Increase student participation and completion rates in CTE (More Jobs for Marylanders Act 2017)
- 2.2 Develop understanding of Perkins updates
- 3.2 Foster business and industry support of CTE programs and students
- 3.3 Promote strong linkages among school systems, community colleges and 4-year affiliate colleges and universities
- 4.1 Implement strategies designed to close the achievement gap through improved access and equity for all students in CTE programs
- 4.2 Measure, collect and analyze data on student performance, graduation rates and enrollment in further education
- 4.3 Increase number of dual completers

PROFESSIONAL DEVELOPMENT

9:40 a.m. (break for check-out) --Noon

Equity and Access for All CTE Students

Michael Grubbs, CTE Coordinator, Baltimore County, presenter

Ruth Akers, CTE Resource Teacher

Valerie Brennan, CTE Resource Teacher

Presentation available with other MCTA documents

Kristine introduced Michael Grubbs, Ruth Akers and Valerie Brennan to lead a session in the group's ongoing study of providing equity and access for all students through CTE. Mike described a recent National Alliance for Partnerships in Equity (NAPE) initiative with Baltimore County. His presentation covered practices used to conduct a program review through an equitable lens, and evidence-based practices related to recruitment and retention of CTE students.

Noon Lunch

1:00 p.m.

Strategies for Preparation for MSDE Site Visits

Candy Canan, CTE Director, Allegany County, facilitator

Presentation available with other MCTA documents

Kristine introduced Candy Canan to lead this presentation. Candy explained that the MSDE 5-year review can seem like a daunting task. The good news is, with the collaboration of stakeholders, it doesn't need to be. Candy explained various strategies uses by the Allegany County Public School System to prepare for the review. These strategies can make the experience meaningful and productive while ensuring a successful on-site visit.

KEY ISSUES

1:45 p.m.

Round Table Topics

1. **Millionaire's Club—Engaging, Fun, Real World Financial Education, Frederick County, Kyle Swisher, Credit Union Foundation, facilitator**
2. **Strengthening Partnerships with Community Colleges, Calvert, Charles and St. Mary's Counties**

Facilitators, Mark Wilding, CTE Director and Principal, Calvert; Carrie Akins, CTE Instructional Specialist, Charles; and Michael Boyle, CTE Director, St. Mary's

3. Recruitment Strategies, Calvert County, Mark Wilding, CTE Director and Principal

4. Computer Science, local program, Howard County, Sharon Kramer, CTE Director

Institute participants were able to attend 3 20-minute sessions from the above offerings. Facilitators provided information and answered questions about each topic.

2:45 p.m.

Wrap-up and adjourn

Kristine asked all participants to complete and return the evaluation form, either hard copy or by completing the form on the Google site. She asked if there was other business in need of attention prior to the Fall meeting. There was no additional business.

Adjournment: Kristine adjourned the 15th Annual MCTA Summer Professional Development Institute.

Submitted by Marjorie R. Lohnes, MCTA Executive Director