

**Maryland Career and Technology Administrators (MCTA)
Fall Meeting
Anne Arundel County Public Schools
Center of Applied Technology South
211 Central Avenue, Edgewater, MD 21037
Monday October 23, 2017
MINUTES**

MCTA Attendees and School Systems Represented:

Deb Albert, CTE Director and MCTA Treasurer, Anne Arundel
Traci Chappellear, CTE Director, Charles
Pam Clay, CTE Director and MCTA Immediate Past President, Talbot
Douglas Handy, CTE Director, Baltimore County
Steven Garland, CTE Content Specialist, Washington
Sue Garrett, CTE Consultant, Harford
Sharon Kramer, CTE Director and MCTA President-elect, Howard
Angie McCauslin, CTE Director, Carroll
Norm McGaughey, CTE Coordinator, Frederick
Nicole Parr, CTE Director, Cecil
Kristine Pearl, CTE Director and MCTA President, Frederick
Cody Pine, CTE Director, Washington
Gene Smith, CTE Director and Principal, Caroline
Pamela Smith, CTE Director, Prince George's
Marjorie Lohnes, MCTA Executive Director

8:30 a.m.—Registration and morning refreshments

PROFESSIONAL DEVELOPMENT

9:00 a.m.—MCTA President Kristine Pearl welcomed all in attendance and asked them to introduce themselves, indicating their school system and position. She then introduced Tiara Booker-Dwyer, MSDE Director, Office of Leadership Development and School Improvement and our former colleague in CTE. She thanked Tiara for bringing the presentation, “Leading for Equity: Equitable Practices and Cultural Responsiveness in CTE,” and asked her to introduce her colleagues. Kristine noted that the presentation aligns with three of MCTA’s current goals.

Tiara opened her presentation by introducing her colleagues in the MSDE Office of Leadership Development and School Improvement, Dr. Brian Eyer and Ed Mitzel. She listed three approaches being used by her office to promote equity:

- Improve low performing schools;
- Foster growth of effective leaders; and
- Implement fairer/valid educator evaluations.

The Council of Chief State School Officers (CCSSO) published 10 commitments for leading equity. They are:

- Prioritize equity;
- Measure what matters;
- Start from within;
- Go local;
- Follow the money;
- Start early;

- Engage more deeply;
- Value people;
- Improve conditions for learning; and
- Empower student options.

CTE is woven through the plans of the Every Student Succeeds Act (ESSA). It demands finding the gaps among student groups. How do we help students catch up while continuing to serve the gifted and talented? This includes redefining what it means to be an effective educator.

Ed led a group activity in defining and discussing equity. Students need access to the resources and educational rigor at the right moment in their education without regard to race, gender, ethnicity, language, disability, family background and family income.

The State Board of Education adopted the Professional Standards for Education Leaders (PSEL) in February 2017. In October SREB convened focus groups related to the professional standards and in November a work group is being convened to develop a rubric to align with the PSEL professional standards. Standard 3 addresses Equity and Cultural Responsiveness. This standard is: *Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.* Eight descriptors of an effective leader are described related to this standard.

Tiara emphasized that back mapping is important in working on equity issues of all types. She listed the following next steps:

- Develop professional learning experiences for equity and cultural responsiveness; and
- Develop a curriculum vetting process to support cultural responsiveness and standards alignment.

She asked what additional resources or professional learning experiences are needed to support the work of our members.

Sharon suggested that there is a need for a focus on CTE classes that meet graduation requirements and are enhanced with equity and cultural responsiveness content.

BUSINESS MEETING

10:15 a.m.

Welcome

CTE Director Deb Albert and Principal Joe Rose welcomed MCTA to the Center of Applied Technology South

Report on 2017 Summer Institute

Executive Director Marjorie Lohnes distributed a copy of the Summer Institute registration data for the past three years along with her report. Marjorie noted the following key points:

Report on 2017 Summer Institute

- 14th consecutive professional development institute;
- Increased participation with several school systems sending CTE teams:

Comparison Registration Data 2015, 2016 and 2017 Summer Institutes as of 7/26/17—Duplicate Counts

	2015	2016	2017
School Systems	9	14	15
CTE Participants	10	21	26
CTE Directors	9	11	14
CTE Principals	2	6	9
Executive Director	1	1	1
Invited Speakers	4	3	9
Additional Guests	--	--	3
Total Attendance	--	--	7/25 = 32 7/26 = 29

- Agenda included sessions presented by both MCTA members and outside presenters;
- Presentations were informative and provided time to address issues of concern for CTE professionals and professional development sessions. The group participated in their second EdCamp and will continue to use this technique to address individual and group interests.; and
- The 2017 Summer Institute finished in the black. Elevated levels of participation have put the treasury in a more sustainable position.

Approval of 2017 Summer Institute Minutes

Marjorie stated that minutes for the Summer Institute were distributed on September 6th and again with the final reminder of the Fall Meeting to all registrants on September 20th.

Kristine asked if there were questions, clarifications, additions or corrections to the minutes of the 2017 Summer Institute. Hearing none, she asked for a motion. Deb moved for the approval of the minutes. Sharon made a second to the motion which passed unanimously.

Executive Director’s Report

Marjorie provided the following Executive Director’s Report:

Continue to perform all the expected tasks of the job such as:

- communicating with MCTA members for meeting registration and minutes;
- working with the Collaborative Team to plan meaningful meetings and a summer institute; and
- keeping current with CTE issues through attendance at the joint meetings with MSDE.

Continue to be available for consultation and assistance to new CTE directors as requested. It is unclear how much if any additional time will be used in the formation of an ACTE State Chapter.

Dates and locations of upcoming MCTA meetings are:

- MCTA Spring Meeting—**Monday March 19, 2018**—Baltimore County, exact location pending; and
- 2018 MCTA Summer Institute—**Monday July 23 – Wednesday July 25, 2018**—Recommendation: Turf Valley Inn in Ellicott City. Annual Dinner and time to honor retirees will be Tuesday July 24th.

Executive Director’s Contract

Treasurer Deb Albert presented and explained the new contract for Executive Director. The contract was signed.

Treasurer's Report

Treasurer Deb Albert distributed the MCTA balance sheet that lists the debits and credits since the Summer Institute. The treasury balance, as of October 23, 2017 is \$ 11,519.12. The accounts that comprise this total are:

- PNC checking account- \$893.46
- Howard Bank CD - \$10,625.66

Total credits - \$ 6,957.00

Total debits- \$11,172.95

Kristine asked for a motion for approval of the treasurer's report. Sharon moved for the approval of the report. Angie made a second to the motion which passed unanimously.

Report on Internal Audit

President-elect Sharon Kramer provided a report on the internal audit of MCTA finances. She stated that our finances and the records are in order. See provided the following:

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.

**Sharon Kramer
President Elect
Maryland Career and Technology Administrators**

Venue and Dates for 2018 Summer Institute

Marjorie indicated that she gathered and compared information on venues for the 2018 Summer Institute. Dates for the 2018 MCTA Summer Institute are Monday July 23 to Wednesday July 25, 2018. She recommended Turf Valley Resort in Ellicott City. The location is central, and the cost structure allows for a decrease in package prices for the 2018 Institute. The group discussed various venues and the advantages and disadvantages of each. The consensus was to hold the 2018 Summer Institute at Turf Valley Resort in Howard County.

Report from committee on MCTA forming an ACTE State Chapter

Kristine called on the committee for comments. MCTA members were reminded that 25 members are needed for a State Chapter, that has a focus on one of the ACTE content area. The focus of our State Chapter would be the

administration division. The steering committee (MCTA officers) would serve as the officers of the State Chapter with the President-elect taking leadership for the State Chapter. ACTE dues are \$80 per member. A petition with member names and a request to be made a State Chapter must be submitted to ACTE. Marjorie and Sharon will work on compiling information and submitting forms.

Old Business

Proposal Process for Presentations at 2018 Summer Institute

Deb Albert had suggested that MCTA use a proposal process for considering presentations by MCTA members at the Summer Institute. This would be helpful in the selection of internal presentations. MCTA members are aware of the needs of the group when proposing topics.

Kristine called on Norm McGaughey to explain the proposal process. Norm said that he would create and post a simple form to be completed and submitted prior to the MCTA Spring meeting in March.

New Certification Regulations in CTE

Kristine noted that everyone received a copy of the COMAR amendments to the Professional and Technical Education and Work-Based Learning Coordinator amendments. She asked if there was any discussion on this topic. Sharon asked what had changed. The changes are that fewer hours are required for the Work-based Learning Coordinator certification. For Professional and Technical Education certification, credit is given for a greater variety of teaching experiences.

New Business

Kristine asked if there was any new business for consideration. Interest was expressed in discussing the concept of computer science meeting the foreign language requirement.

CURRENT TOPICS AND ISSUES

11:30 a.m.

Directors' Open Forum—Preparing EdCamp Topics

Norm McGaughey led the group in identifying topics for discussion during the EdCamp.

Noon--LUNCH

Participants enjoyed a delicious lunch prepared by the students from the culinary arts program at CAT South.

CURRENT TOPICS AND ISSUES

1:00 p.m.

Directors' Open Forum

Kristine invited directors to join identified groups for discussion of topics of interest and concern in CTE. Most of the discussion centered around computer science and sharing what various school systems are doing to provide this content along with current completer sequences.

1:45 p.m.

Work Session and Problem-Solving Session on Forming ACTE State Chapter

Douglas Handy reported that the ACTE Region I conference will be held in the Baltimore area April 18 – 20, 2018. Meetings will be held at Sollers Point/Southeastern Technical High School. There will be shuttle bus service. Currently there is a call for presentation proposals. The cost of the conference should be under \$200.

MCTA members considered issues and items that need to be accomplished to form an ACTE State Chapter. Marjorie will be in touch with Lauren Lessels at ACTE for more information and next steps.

2:00

Next Steps, Evaluate and Adjourn

Kristine asked the group what topics they would like to have on the agenda for the spring meeting. Sharon indicated that she would like to discuss the technology education graduation requirement. Douglas indicated that the MCTA Spring meeting will be held on Monday March 19th at Milford Mill High School in Baltimore County. The Fall MCTA meeting was adjourned at 2:05 by group consensus.

Submitted by Marjorie R. Lohnes, MCTA Executive Director
November 13, 2017