

**Maryland Career and Technology Administrators (MCTA)**  
**Spring Meeting**  
**Baltimore County Public Schools**  
**Milford Mill Academy**  
**3800 Washington Avenue, Baltimore, MD 21244**  
**Monday March 19, 2018**  
**MINUTES**

**MCTA Attendees and School Systems Represented:**

Candy Canan, CTE Director, Allegany  
Traci Chappellear, CTE Director, Charles  
Pam Clay, CTE Director, Talbot  
Michael Grubbs, Baltimore County  
Douglas Handy, CTE Director, Baltimore County  
Katie Heefner, Frederick  
Sharon Kramer, CTE Director, Howard and MCTA President-elect  
Deb Kremer, CTE Director, Anne Arundel and MCTA Treasurer  
Rob Limpert, CTE Director, Harford  
Angie McCauslin, CTE Director, Carroll  
Norm McGaughey, Frederick  
Keith O'Neal, Somerset  
Kristine Pearl, CTE Director, Frederick and MCTA President  
Marjorie Lohnes, MCTA Executive Director

**Guests:**

Nicassia Belton  
Jennifer Griffin

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

Members were treated to a string ensemble concert presented by students of Milford Mill Academy.

**9:00 a.m. – 9:10 a.m.**

**Greetings and Introductions**

Douglas Handy welcomed the group to Milford Mill Academy. He told us that Milford Mill Academy has 1351 students, 1087 of whom are enrolled in a CTE program. The support for CTE at this school, that is both a neighborhood and a magnet, is outstanding. He introduced Principal Kyria Joseph who welcomed the group.

Kristine Pearl, MCTA President opened the meeting and welcomed members and guests. Each person present introduced themselves.

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## CURRENT TOPICS AND ISSUES

**9:10 a.m. – 10:15 a.m.**

### **Work-Based Learning: Student Panel and Group Discussion**

Douglas Handy introduced a panel of nine Baltimore County students who are engaged in work-based learning (WBL) experiences. They each enthusiastically described their WBL. They all expressed a positive outlook for their futures because of their experiences both in school and on the job. They described their teachers as role models and believe they are gaining vocational, personal and social skills as a result of their participation in the program. Fifty-seven students are a part of the National Technical Honor Society.

Following the panel discussion, Kristine Pearl facilitated a discussion of the broad range of WBL opportunities that are available to students across the state. The role of Work-based Learning Coordinators was discussed. The roles and responsibilities associated with these positions varies widely among the school systems.

Jennifer Griffin, MSDE, CTE Instructional Services, added that the job of the WBL Coordinator is often misunderstood and there is a danger that their time will be filled with other duties. A key skill for individuals in this position is building relationships with employers and students.

**10:15 a.m.- 11:00 a.m.**

### **Practice with Changes to SCED Course Coding**

Nicassia Belton, MSDE Program Manager, CTE Student & Assessment Services provided information and practice with SCED course coding. She provided handouts and walked the group through a PowerPoint presentation. She also answered individual questions.

**11:00 a.m. – 11:15 a.m.**

### **Advocacy Discussion**

Kristine Pearl facilitated a group discussion about MCTA's stance on high school graduation requirements and shared roles and responsibilities when attending High School Graduation Task Force meetings. She asked for volunteers to attend the meetings. The focus of the meetings is to look at:

- Content—High school requirements
- Diploma endorsements; and
- Assessments--what assessments should be required/high stakes

Those attending are observers only. The following schedule for attending the meetings is:

March 29—Douglas Handy

April 13—Deb Kremer

April 27—Kristine Pearl

May 11—Traci Chapplear

May 25—Sharon Kramer

June 1, June 15 and June 29 are still open

The position of MCTA is that the tech ed credit has outlived its usefulness. Our group is in favor of expanding opportunities to include a broad range of CTE experiences.

**11:15a.m. – 11:30 a.m.**

**ACTE Region 1 Conference in Baltimore**

Douglas Handy provided information on the ACTE Region 1 Conference. He has been a member of the planning committee. Currently there are 55 people registered for the conference that will be held on April 19 – 20 at Sollers Point Technical High School with a theme of CTE: Mapping the Routes to Career Pathway Success. Dr. Samuel will provide an opening and Michael Mulgrew will give the keynote address. The evening awards program will be at CCBC Dundalk. Additional information can be found on the web.

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**BUSINESS MEETING**

**11:30 a.m. – Noon**

**Approval of Fall Meeting Minutes**

Executive Director Marjorie Lohnes stated that minutes from the Fall meeting were distributed in November and again with registration materials and the final reminder of this meeting on March 16<sup>th</sup>. Kristine asked if there were additions or corrections to the minutes. She asked for a motion to approve the minutes. A motion was made to approve the minutes of the Fall meeting by Angie McCauslin and seconded by Rob Limpert. The motion was passed unanimously.

**Treasurers Report**

Deb Kremer distributed the most recent MCTA balance sheet. The treasury balance, as of March 19, 2018 is \$16,612.73. The accounts that comprise this total are:

- PNC checking account- \$5,987.07
- Howard Bank CD- \$10,625.66

Total credits-\$6,800

Total debits- \$1,706.39

Kristine asked for a motion to approve the treasurer's report. A motion was made to approve the treasurers report by Douglas Handy and seconded by Rob Limpert. The motion was passed unanimously.

**Executive Directors Report**

Marjorie Lohnes provided the following report:

## EXECUTIVE DIRECTORS REPORT

I continue to complete all the expected tasks of the job such as maintaining communication with MCTA members and working with the collaborative team to plan meaningful meetings and a summer professional development institute. I am available to work with new CTE directors in person or electronically.

### **2018 Summer Institute**

- This year the 2018 Summer Institute will be held at the Turf Valley Resort in Ellicott City on July 23 – 25. The 2018 Summer Institute will be MCTA's 15<sup>th</sup> consecutive professional development institute.
- In addition to preliminary planning of the program with the collaborative team, I have worked to develop overnight and commuter packages to continue to attract members and school system teams from across Maryland to the Institute.
- Fees for the Institute are lower this year and have been structured so that MCTA will break even on the costs of the Institute. All directors are encouraged to attend and encourage the participation of other CTE colleagues.
- A preliminary agenda and registration materials will be distributed by the first week of April. Registrations and payment are due by May 15<sup>th</sup>.
- The annual dinner will be held on Tuesday July 24<sup>th</sup>. At that time, 2018 retirees will be honored.

### **ACTE Issues**

- There has been little progress in the work to become an ACTE State Chapter because of staff turnover at ACTE. Our contact is Lauren Lessels, ACTE Governance and Leadership Administrator.
- I have reached out to her for help in this process in August, October, and January making her aware of upcoming meeting times for MCTA. I have made a specific inquiry about whether we could share membership information and I have sent the bylaws for their review and suggestions for changes that would address becoming an ACTE State Chapter. In January, I was promised feedback in early February. (MCTA membership voted to move forward with this process at the 2017 Summer Institute.)

It has been my pleasure to maintain my connections with each of you and to serve MCTA.

### **Old Business—Progress on Becoming an ACTE State Chapter**

Kristine Pearl facilitated a discussion on this topic.

### **New Business—Potential Bylaw Changes**

Marjorie Lohnes explained that there are two potential areas that may require a change in MCTA bylaws:

1. The bylaws call for annual elections. Our current practice has been to hold elections for the positions of president and vice president every two years. In informal discussions, this has been a positive practice. The collaborative team recommends that the bylaws should be changed to reflect this current practice.
2. ACTE has promised to advise us and provide new language for the bylaws to reflect necessary changes to become an ACTE State Chapter.

The bylaws state that the membership must be provided with written notice of a vote to change, amend or repeal the bylaws at least 30 days prior to the meeting when the vote will be taken. A bylaw change requires a two-thirds vote of the members present.

It is anticipated that these items will be ready to be voted upon at the 2018 Summer Institute in July.

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**LUNCH AND SCHOOL TOUR**  
**Noon – 12:45 p.m.**

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**CURRENT TOPICS AND ISSUES**

**12:45 p.m. – 1:15 p.m.**

**Group Planning for the Summer Institute**

Marjorie Lohnes distributed copies of a proposed agenda for the 2018 Summer Institute. Kristine Pearl facilitated the discussion of the agenda.

**1:15 p.m. – 1:30 p.m.**

**Evaluation and Adjournment**

Kristine Pearl facilitated a meeting evaluation using a plus/delta process.

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**1:30 – 2:30 p.m.**

**Follow-Up Planning Meeting**

Collaborative Team Meeting to finalize Institute agenda. All members were invited to participate.