Maryland Career and Technology Administrators (MCTA)
Fall Meeting
Howard County Public Schools
10920 Clarksville Pike, Ellicott City, MD 21042
Applications and Research Laboratory (ARL) Conference Room B8
Wednesday October 21, 2015
MINUTES

MCTA Attendees and School Systems Represented:

Deb Albert, CTE Director and MCTA Treasurer Elect, Anne Arundel
Nicole Allain, Montgomery
Michael Boyle, CTE Director, St. Mary’s
Traci Chapplelear, CTE Director, Charles
Sue Garrett, CTE Director and MCTA Treasurer, Harford
Amy Gensemer, Montgomery
Sharon Kramer, CTE Director, Howard
Angie McCauslin, CTE Director, Carroll
Kristine Pearl, CTE Director and MCTA President Elect, Frederick
Gene Smith, CTE Director and Principal, Caroline Career and Technology Center, Caroline
Pamela Smith, CTE Director, Prince George’s
Marjorie Lohnes, MCTA Executive Director

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

BUSINESS MEETING

9:00 a.m.

Greetings and Introductions

Kristine Pearl, MCTA President-Elect opened the meeting in the absence of Pam Clay.

Sharon Kramer welcomed the group to the Applications and Research Laboratory (ARL), a shared time career and technology center in Howard County Public Schools. Howard County offers twenty career academies. She described the philosophy of equity and fidelity for all students that provides access to the career and technology programs in Howard County.

Sharon introduced Rick Robb, the principal of the school. Rick welcomed the group and spoke briefly about the 12 academies housed at ARL. Materials were distributed that described the program.

Following the welcome to the school, Kristine welcomed MCTA members. Each person present introduced themselves.

Report on 2015 Summer Institute and Approval of Minutes

Kristine commented that the 2015 Summer Institute provided valuable professional development on current topics. She called on Marjorie to provide a summary. Marjorie noted the following key points:

- This was the 12th consecutive professional development institute;
With nine school systems represented, all participants were fully engaged and worked to better understand issues and solve problems;

Members participated in a day long professional development institute, conducted the business of MCTA and enjoyed the benefit of an introduction to and open discussion with Karen Salmon who had been newly appointed as Assistant State Superintendent for the Division of Career and College Readiness (DCCR);

The participants agreed that the greatest need for improvement is to attract more school systems to attend the Summer Institute and to encourage multiple representatives from all systems as appropriate. This would help MCTA meet its objectives for advancing CTE for all students and help with good succession planning for CTE across the state. Greater participation would provide more problem-solvers in discussions and varied approaches to key issues.

It was decided to conduct a survey to gather information about preferred dates and location for the 2016 Summer Institute. The group thanks Mike Boyle for creating the easy, online survey. Fourteen (14) responses were received. Eight (8) were from non-participants.

Kristine asked if there were questions, clarifications, additions or corrections to the minutes.

Marjorie stated that on August 8th she sent the minutes to all participants and to the directors of all MCTA dues paying school systems. She sent an overview of the meeting to systems who have not paid dues. Marjorie received some clarifications via e-mail to the minutes from participants. In addition, she updated the list of participants in the minutes and made a note that she had excused herself from the room during the discussion and voting related to the executive director.

Sue Garrett moved that the minutes be approved. Deb Albert made a second to the motion which passed unanimously.

**Executive Director’s Report**

Marjorie said that she has been busy since taking over the position from Charlene’s capable hands at the beginning of July. She outlined the major activities since July 1st:

- Assumed responsibilities at 2015 Summer Institute—Charlene had completed all arrangements—including facilitating the meeting and taking minutes;
- Started arranging for the Fall Meeting immediately following the Summer Institute;
- Shared results of the survey related to dates and location of the 2016 Summer Institute with the collaborative team and upon their request began to gather information for holding next summer’s institute at another venue;
- Gathered information on various venues for 2016 Summer Institute and created a chart for comparison;
- Met with a sales representative for the location that appeared to be the most economical venue for the 2016 Institute;
- Provided in person and e-mail consultation with some new directors and reached out to others with offers of consultation assistance;
- Worked with the collaborative team to create the agenda for the Fall Meeting;
- Issued invitations to all CTE Directors to register and attend the Fall Meeting;
- Attended the CTE Directors meeting called by MSDE as decided during the Summer Institute as an invited guest whose presence is for the purpose of staying current with CTE issues in Maryland;
- Facilitated arrangements and the agenda for the joint CTE principals and directors meeting; and
- Issued invitations to all CTE principals and directors to register and attend the upcoming meeting on November 4.
Marjorie noted the following changes in dates from the Summer Institute minutes and also the date that was selected for the 2016 Summer Institute. The institute will be held July 25 – 27, 2016. Changes in other dates are:

- MCTA Spring Meeting—March 11, 2016 (from March 16)—changed in order to access Arlington Echo in Anne Arundel County as the meeting site; and
- MSDE final Directors Meeting and Awards Ceremony—May 24, 2016 (from April 26)—changed because of conflict with Election Day.

**Treasurer’s Report and Discussion of Budgetary Concerns**

Treasurer Sue Garrett distributed a summary chart of the history of MCTA dues payment for all counties over the last 10 years. She also distributed the MCTA balance sheet that lists the debits and credits since the Summer Institute. The treasury balance, as of October 21, 2015 is $16,924.87. The accounts that comprise this total are:

- PNC checking account- $1,164.39
- Howard Bank CD - $5,198.14
- Howard Bank CD - $10,562.34

Total credits - $4,327.04 in payment for the Summer Institute and dues

Total debits- $10,222.39 paid to the Clarion for the Summer Institute and for the services of the Executive Director

Sue reported that the treasury is low and there is potential for a cash flow problem. Currently the checking account is a little over $1000. In the near future bonding insurance will be due (~$250) and we will need to place a deposit with the venue for the 2016 Summer Institute (~$500). In general, spending is outpacing revenue. Sue said the group may want to consider liquidating the smaller of the two CDs which comes due in early December in order to alleviate cash flow issues.

Marjorie reported that the current expenses for executive director were high in the first quarter because of the heavy schedule of work with the Summer Institute and the learning curve in the new position. In addition the cost of the Institute exceeds what is collected in fees. For example a registration fee needs to be charged to cover the guest meals/hotel stays and gifts that are associated with this event. She read from the July minutes of the Institute when a discussion and vote were held about whether to raise dues and whether there should be a discount for future institutes. The decision at that time was to keep the dues at $300 and to have the collaborative team determine if there would be a discount for MCTA member school systems.

There was a motion made by Sharon Kramer with a second by Deb Albert to liquidate MCTA’s $5198.14 CD at Howard Bank in order to alleviate the organization’s cash flow issues. The group discussed the need to have funds available to the treasurer as needed. It was noted that MCTA receives very low interest (less than 1%) on the CD. It was stated that MCTA should not feel the need to use this money once it is available. The group also recognizes the need to reach out to get greater participation from all school systems in MCTA. The motion was brought to a vote and carried unanimously.

Sue also reported that she filed Form 99N with the IRS which maintains our non-profit status. This must be filed at least every three years and MCTA has been filing it yearly to report that we take in less than $50,000 annually. In the past two fiscal years, MCTA took in $11,600 and $11,000 respectively.

Kristine asked for approval of the treasurer’s report. The report was approved.

**Report on 2016 Summer Institute**

Marjorie reported that because the survey did not indicate one strong preference for a venue for our next institute, she was directed by the collaborative team to explore other options. She collected information and created a comparison chart of venues including the Clarion in Ocean City, Rocky Gap, Hunt Valley and Annapolis.
The dates for the Summer Institute will be July 25 – 27, 2016. The goal is to attract more participants which would be more economical for MCTA. Greater participation would also increase the value of the professional experience for all members.

The group discussed the 2016 Institute and noted the need to charge a fee that will cover all costs. More importantly, there is a need to attract more participants by creating an agenda that will meet the needs of the group. This should be done in advance so that it can be sent as a part of the registration package. Hunt Valley Inn may offer the lowest cost overall. The food prices are higher there and they will charge us a fee for the use of conference rooms, but these costs are offset by lower rates for hotel rooms than in Ocean City. In a non-binding vote, the MCTA members present preferred Ocean City for the meeting site. It was noted that the Clarion would like to have us back and that they have always been very accommodating. However, the collaborative team will make the final decision.

Report on Joint Meeting of CTE Principals and Directors

Marjorie reported that she had issued a request for topics of mutual interest for discussion at the end of September to CTE principals and directors. The agenda planned is an open discussion of current CTE topics of interest and a tour of CTE programs at Sollers Point and Dundalk high schools. (This meeting was planned for last February and was snowed out.) Marjorie issued invitations on October 15 to all CTE principals and directors to come to the joint meeting on November 4th at Sollers Point Technical High School from 9:30 to 1:45. To date the registration has been excellent. Registration is requested by October 27th. Marjorie encouraged everyone to be a part of this important meeting. She also encouraged members to contact the CTE principals in their school system to ensure that all interested parties have been invited. Kristine mentioned that Ruth Akers at Sollers Point is currently teaching the online version of FOT and may be able to provide information on this to interested participants.

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CURRENT TOPICS AND ISSUES

MCTA Priority—Curriculum Framework Development

Marjorie provided a background on the concept of developing curriculum frameworks for the Maryland CTE High School Programs of Study (blue book). She provided information from the 2015 Summer Institute minutes that stated that one of the group’s priorities was to “develop curriculum frameworks as described in earlier documents with special attention to pacing guides.” In addition the 2014 Summer Institute minutes provides a list of critical curriculum framework needs and stated that MCTA should request assistance from MSDE DCCR. The critical needs include:

- scope and sequence (this term and pacing guide are being used interchangeably);
- updated competency profiles for Maryland High School Programs of Study (blue book); and
- final content assessment for each course (not necessarily the industry exam).

This is the second year that curriculum frameworks have been a priority. The group discussed the fact that little progress has been made on the initiative because directors do not have time to work on it. Pam Clay created a sample framework for the business foundation course, *Introduction to Business Administration and Management*. This was distributed as an example but did not include each element. Competency profiles and finals aligned to the course outcomes are needed. Some members felt that the need for curriculum frameworks was greater for the more traditional, technical courses where there is often only one teacher in a school system teaching the
course, without the benefit of organized industry or higher education support. NOCTI was cited as a source of competencies. There was agreement that the development of the curriculum frameworks is a huge task. Most present did not have time to work on this project, given various initiatives in local systems. This item was tabled.

**Technology Education**

Kristine Pearl distributed a draft of the proposed Technology Education standards. She provided information and would like to send back pertinent feedback from MCTA to Tiara Booker-Dwyer at MSDE. MCTA has been represented by Deb Albert, Kristine Pearl, and Sharon Kramer as CTE directors from their school districts. These standards were in need of being updated and are too wordy. However, COMAR will not be opened for revision. Therefore, the bold words in the standards will not be changed but other wording can be modified. The standards in the draft are:

- The Nature of Technology
- Impacts of Technology
- Engineering Design and Development
- Core Technologies and The Designed World
- Computational Thinking and Computer Science Applications

The group determined that all members did not have enough background in the content to work in groups to send feedback to MSDE. However, individuals were encouraged to contact Tiara with feedback.

There is also a need to make the 2 course graduation requirement in Advanced Technology more standardized across the state. Currently, it is largely a local decision since the description in COMAR is very brief. In addition, there is mixed interpretation of how University System of Maryland requirements and MSDE requirements are implemented in local school systems. MSDE does not consider the Advanced Technology route to graduation as college and career ready.

Members of the group had concerns about double dipping with technology education courses sometimes being a part of a completer sequence and/or running out of courses within a completer sequence if a course was used for technology education credit. The solution seemed to be adding a college or capstone course at the end of such sequences. It was stated that it is a local school system prerogative to designate computer sciences courses as math, CTE or technology education via course coding. Some systems have more than one number for the same course.

The new part of the standards is the inclusion of computational thinking and computer science applications. The Computer Sciences Teachers Association (CSTA) and International Society of Technology Education (ISTE) both have computer sciences education standards. It was felt that these should be considered as the Maryland technology education standards are being revised. Some did not think the current document is well-organized.

The issue of course work in computer sciences has become a concern in local school systems. A major issue is lack of qualified teachers. Tom Miller has been asked to create a Praxis review course for teachers who would like to add computer science as a certification area. Many systems are partnering with Code.org for training, especially for computer science classes for technology education credit.

**Math/CTE Credit**

Sue Garrett distributed a one page summary of the Mathematics and CTE Work Group. This group was organized last May to identify a process for reviewing CTE completer programs that may include sufficient mathematics content to meet the requirements set forth by the College and Career Readiness and College Completion ACT of 2013. The group was charged with:

- recommending a process for identifying CTE programs that might satisfy the fourth year enrollment requirement for math; and
• recommending conditions when students may use the completion of a CTE program as a means of satisfying the fourth year enrollment requirement for math.

Sue reported that the work group is struggling to identify the population to which this would apply. She noted our strong desire to have students engage in strong academic course work along with CTE programs. She also noted that students in most STEM programs are already taking many high level math classes. So far the group’s thoughts on criteria include:

- program content maintains/extends student knowledge at or beyond Algebra I as described in Common Core;
- program requires students to apply math standards through passing state approved end of course exams;
- teachers participate in mathematics professional learning experiences that align with course content; and
- program offers viable career opportunities that do not require postsecondary education.

Requirements for Child Care

George Phillips, while unable to attend this meeting, sent an e-mail suggesting that the group should discuss changes in the pathway for Child Care. The new Blue Book states that Child Care completers must sit for the Child Development Associate (CDA) exam. George reported that the cost of this test is $425. Students must complete their 100 + 480 hours in a licensed day care facility. George is concerned about test and transportation costs. Others in the group commented that this becomes an issue when schools file for a facility change or when new facilities are being constructed. At that time, new program requirements must be met.

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12:00 p.m.
Participants enjoyed a delicious lunch prepared by the students from the Culinary Science Academy at the ARL under the leadership and supervision of Chef Rhonda Lang.

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1:25 p.m.

Apprenticeship Maryland

Deb Albert led the discussion on Apprenticeship Maryland that has been established by House Bill 942 sponsored by Senator Rosapepe as a pilot program for two (one urban and one rural) Maryland school systems. Deb provided two handouts. There are still many unknowns factors concerning the program, such as if this will be a CTE initiative, if it is a pathway to graduation, etc. It appears to be an attempt to reinvent the European model of youth apprenticeships. South Carolina and Wisconsin are considered models in this country. The $5000 grant for the pilot is due on November 4th and includes expectations of implementation by May 2016 with 60 students.

Requirements include:

- payment of minimum wage to students;
- 450 hours of work that can begin as early as summer following junior year; and
- classroom instruction (curriculum, timing and provider have not been specified).

The group had concerns about unanswered issues like those surrounding the classroom instruction, transportation issues and the general timeline for applying for the grant and implementation. It would be imperative for businesses to embrace the concept since the program is dependent on strong business participation.
Open Discussion

Discussion returned to the issue of curriculum frameworks as an MCTA priority. Frederick County has some curriculum maps that they are willing to share. The group questioned if we could really create frameworks that are general enough to be valuable and still meet the needs of individual systems. However, a willingness to share various items such as benchmark and summative assessments, pacing guides, etc. would be welcome. After discussion, it was determined that that curriculum framework development is no longer of highest priority for our group.

Other priorities for the group are:

- professional development—relevant, consistent and content-based;
- accessibility of all curriculum documents from vendors and partners to both teachers and program administrators; and
- PQI for all sites and programs.

Pam Smith said that MCTA might also consider CTE advocacy and recruiting as priority issues.

The group discussed effective methods for cleaning up PQI data at the system level prior to submission to MSDE. Suggestions were made for working with individuals at the school level that input data that affects PQI. CTE requirements met should be noted first.

2:45

Adjournment: Kristine adjourned the Fall MCTA meeting at 2:45 p.m. by group consensus.

Submitted by Marjorie R. Lohnes, MCTA Executive Director
October 30, 2015