

**Maryland Career and Technology Administrators  
Annual Spring Meeting, Arlington Echo Outdoor Education Center  
975 Indian Landing Rd, Millersville, MD 21108  
March 26, 2015, 8:30 a.m. – 1:45 p.m.**

**MINUTES**

**Attendees:**

Debra Albert, Anne Arundel County  
Michael Boyle, St. Mary's County  
Pam Clay, MCTA President, Talbot County  
Sue Garrett, Treasurer, Harford County  
Michael Egan, St. Mary's County  
Douglas Handy, Baltimore County  
Marjorie Lohnes, Carroll County  
Kristine Pearl, President-Elect, Frederick County  
George Phillips, Washington County  
Tina Thomas, Queen Anne's County

Charlene Bonham, MCTA Exec. Director  
Thomas Miller, MCCTES

**8:30 a.m.** Arrival and morning refreshments

President Pam Clay opened the meeting at 9:10 a.m.

Pam welcomed all attendees and asked them to introduce themselves. Pam asked Debra Albert to give the group an overview of the Arlington Echo Outdoor Education Center. Debra explained that this property, directly adjacent to the Severn River, used to be owned by the Arlington Presbyterian Church in Baltimore and was eventually sold to Anne Arundel County Public Schools for use as an Outdoor Education Center. For more than 40 years Arlington Echo has housed the AACPS Office of Environmental Literacy and Outdoor Education Program and the interdisciplinary outdoor education program for Anne Arundel County teachers, students, and parents. MCTA participants expressed their satisfaction with the appealing location and the meeting room accommodations and hospitality.

**Agenda Topic: Succession Planning for MCTA Executive Director and Treasurer**

Participants discussed opportunities for filling the MCTA Executive Director position as of July 1, 2015, as Charlene Bonham, MCTA Executive Director, is resigning after five years of service to MCTA as of June 30, 2015. It was determined that the Executive Director position needs to be filled by someone who has had CTE experience; for example, a retired CTE Director would have the knowledge base to manage the needs of the MCTA membership. Marjorie Lohnes, retiring CTE Director from Carroll County Public Schools, was present and asked for more information about the workload and commitments of the position. The names of previously retired Maryland CTE personnel were proposed for a list of possible candidates for the position.

Discussion occurred around matching the type of personality needed to match the responsibilities of the job. One follow up suggestion was to develop a letter of consideration and mail to the identified list of people.

Sue Garrett, who will continue in the Treasurer's position in 2015-16, explained the Treasurer's role and responsibilities: She prepares checks to pay Charlene Bonham and completes the required IRS Miscellaneous Income form that MCTA must submit to the IRS and the Executive Director every year. Charlene files the MCTA IRS income tax report every year in November. Sue will file this in November 2015 and in future years. This filing confirms that MCTA meets its federal non-profit status for the previous calendar year because its income was less than \$50,000 per the previous calendar year. MCTA holds bonding insurance to protect the financial holdings of the organization. Sue prepares checks for payment to vendors, staff developers, and any other entities hired by MCTA.

***Recommended addition to the March 26, 2015 minutes: Sue Garrett volunteered to mentor an MCTA member during school year 2015-16 to ensure a smooth transition for that person to take over the full responsibilities of the MCTA Treasurer in 2016-17.***

Agenda Topic: Presentation by Kristine Pearl, CTE Director, Frederick County Public Schools

Kristine presented information on her 45 credits in her doctoral program. She's in a cohort, taking courses for 12 and 9 credits, with one more course to go. She takes the comprehensive exams in May 2015. Her research question is, ***Does CTE Prepare Students for College and Career, A School System Analysis.***

She has analyzed which pathway students took to graduate, to determine if there is a correlation: Is there a correlation between high school students who study in a college pathway and their going to college? And/or, between students who study in a high school career pathway and go to college? In Frederick County 70% of their CTE students are dual completers. Discussion occurred around some school systems not collecting social security numbers; this causes a problem for data collection in general. She referred to rigor, relevance, and relationships, key educational elements focused on by educational author, Jim Stowe. His stance is that CTE articulation, college credits and industry certification align with rigor, relevance and relationships.

Discussion occurred around the intangible benefits of the student-teacher relationship in CTE when students are often with the same teacher for all 4 credits.

Kristine drew on her experiences at the National Career Academy Coalition Conference in October, in Crystal City, VA (a small conference) and the larger ACTE national Policy Seminar in March. The small conference provided a variety of session levels, with good speakers. The ACTE Policy Seminar provides opportunities for attendees participate in the conference and then lobby legislators on Capitol Hill. She noted that ACTE is lobbying for high quality CTE programs of study and that ACTE opposes competitive grants within the Basic State (CTE) Grant.

The discussion turned to weighted CTE courses: Sue is adding several CTE courses to be calculated as weighted courses. Debra said her system is going to give weight to one of the CTE capstone courses. She used a 2009 survey from MSDE in support of this request. Transcribed credit in her county is given a weight of “9.” Students from Carroll County who complete the Accounting program get Carroll Community College transcribed credit for Accounting. That provides weighted credit for the student. Frederick is looking at creating a policy for weighted credit, through a study committee. The state of Maryland did a survey in 2009 which Sue uses as her support for asking the school system to give weighted grades for CTE. There was much discussion around this topic among several counties.

**10:00 a.m. – 10:40 a.m.**

Agenda Topic: Follow up/Information Sharing on CTE Topics

St. Mary’s County CTE Administrators, Michael Boyle, CTE Director, and Michael Egan, Principal of Forrest Technology Center, requested suggestions and advice from their CTE Director colleagues as they roll out the CASE (Curriculum for Agriculture Science Education) program of study this year.

Current status of CASE in St. Mary’s County: The President of the Farm Bureau initiated the request to open the CASE program in SMCPs. There is not yet a lot of student interest in CASE, but the school board and community businesses are interested in opening the program. They have a teacher in the county who is interested in teaching the program. The Superintendent asked St. Mary’s County principals to encourage students to enroll in the CASE program. There is concern regarding students taking the CASE program who are not yet academically prepared to take this coursework. Teacher training is very important for the success of this program, and the training is expensive. This is “boot camp” 24/7 training, with homework at night for teachers in the summer training. Mike Egan added that at a state meeting there was emphasis on strengthening this program academically.

Their questions to their MCTA colleagues: **In terms of roll-out of the CASE program, what is glaring that they don’t yet see in terms of implementation? What are the roadblocks of which they need to be aware?**

Responses from MCTA participants who have experience with CASE:

- a. This program must be built on the **strong foundation of student passion and interest.**
- b. **Plan for the evolution of the program.** An example from Anne Arundel County: They have a powerhouse teacher, who involved the Rotary, and the Rotary has dedicated \$50,000 to this program. Students are growing food and giving it to shelters, etc. The teacher would like to add goats to the program, and Annapolis city is supporting this.
- c. **Expense of facilities.** The facilities division of a school system needs to work closely with the CTE department/high school because of the cost of CASE facilities, e.g.

- d. **Keep program current.** Agriculture is very different than it used to be; it is number one in Carroll County because it is now Agribusiness. The CASE program brings a science and math orientation. This program has to be kept relevant with current agricultural industries.
- e. **Locally developed program.** Harford CPS has its own articulated agriculture program, using CAERT documents, and high-end data collection/research. They have barns, animals, and crops, with a focus on the science behind this instruction. This is an approved CTE program. However, students cannot double-dip for credit: Students cannot earn both agriculture and science credit, in this program.

### Follow Up on CTE Topics

Pam opened the discussion, following up on information from the Division of Career and College Readiness (DCCR). She asked about the process of transferring equipment from one county to another. Pam also raised a discussion on professional development, and the CTE reserve fund.

Sue just received the registration information for summer professional development on Homeland Security at FCC. Is the FCC program just for Homeland Security? Yes. How can a school system pay with a credit card up front for this training, if a county does not yet have Perkins funds that they can spend? Also, FCC will only take a credit card, which presents a challenge.

Marjorie has a concern regarding access to state content curriculum. The program of study curriculum is not available readily through electronic access. There needs to be one place where all curricula are accessible. George said there remains a disconnect between the agreements with curriculum companies to make the curriculum readily accessible to CTE Directors. Marjorie and other CTE Directors need at least some basic framework of the curriculum to share with a Board of Education, e.g.

DCCR paid Harford County to create documents for a Homeland Security STARS document, in 4 modules. Students take Foundations and Stars 1 and 2 Homeland Security courses. CTE Directors need a game plan for changes and improvements.

Some counties are paying different fees for the same PLTW program.

MBEA is meeting in Ocean City the weekend of March 28-29, 2015. DCCR stresses Microsoft Office. Capstone can be delivered in three variations: classroom, dual enrollment, and capstone. But, no online program is approved. An ongoing problem exists for students not passing the CLEP, which is very hard to pass. There are difficulties in transportation issues around getting students to the location to take the CLEP. There are also many difficulties around having a designated lab for CLEP testing, which is an expectation. The CLEP test is not designed to measure entry level skills, George said. These issues need to be taken to DCCR for assistance.

Agenda Topic: Participants reflect on, and set, common priority components of an exemplary curriculum framework.

Charlene Bonham recommended to President Pam Clay that, in the interest of time, this agenda item be moved to the Summer Institute agenda. It was agreed to do so.

**Break–10:50 to 11:05 a.m.**

**11:05 – 12:00 Noon**

Develop Draft 2015 Summer Professional Development Institute Agenda

Charlene distributed a draft agenda for the MCTA 2015 Summer PD Institute and requested feedback on proposed topics, speakers, and timelines.

Kristine recommended that CTE Directors bring additional CTE personnel to the summer institute, in an effort to prepare others for future roles as CTE administrators. Sue asked to add a section for the **curriculum framework topic** which was eliminated today due to time issues.

**Kristine** volunteered to make a presentation at the Summer Institute, under *Tips of the Trade*, on Frederick CPS' adapted Foundations of Technology curriculum. This is to be followed by small group work on each of the FOT standards. **George** volunteered to present a *Tips of the Trade* session on Washington CPS' Emergency Services Academy.

The participants asked Charlene to include representatives from the Maryland Center for CTE Studies (MCCTES, Dr. Thomas Miller) and the University of Maryland Eastern Shore (UMES Master of Education Program in CTE, Dr. Thomas Loveland) in a CTE discussion session.

**12:00 – 12:45 p.m.**

Lunch

**12:45 – 1:15 p.m.**

Presenter: Dr. Thomas Miller, Director of the Maryland Center for CTE Studies

Summary of course registration: Tom presented a summary of course offerings and enrollment from fall 2014 through Spring 2015, at the MCCTES. This year, 20 school systems paid membership dues into the partnership. Since fall semester 2014, 324 teachers from 21 school systems have taken courses through MCCTES/UMES. In addition, he supplied summer and fall 2015 course offerings at MCCTES and UMES.

Safety workshop: Regarding teachers' access to the safety workshop information, Tom said he gives the form to the teachers. Tom can get the teachers the appropriate credit for taking the coursework.

**New CAD course:** Tom is developing a workshop for training teachers in CAD, and possibly including 3-D printing, for 1 credit. He will prepare the paperwork required for registration. This avoids CTE Directors having to develop this training at their own sites.

As a follow-up to the October 30, 2014 meeting discussion, Tom developed and distributed a 10-year spreadsheet summary of funds paid into MCCTES by local school systems. While there have been some changes—both increases and decreases—the funding from Maryland's participating school systems over 10 years has been relatively stable.

**1:15 p.m.**

#### Treasurer's Report

Treasurer, Sue Garrett, reported that in 2014-15, 21 Maryland school systems paid \$300 in dues to MCTA. The Balance Sheet shows \$22,147.17 in the MCTA Treasury as of March 26, 2015. Balance breakdown: PNC Checking: \$6404.67; Howard Bank: \$5,000 CD = \$5194.21; and Howard Bank: \$10,000 CD = \$10,548.29. George moved to accept the Treasurer's Report; Marjorie seconded the motion. The motion was approved unanimously.

**1:30 p.m.**

There being no further business, Pam Clay adjourned the meeting at 1:30 p.m.

**Next meeting:** July 20 – 22, 2015 MCTA Summer Professional Development Institute, Clarion Fontainebleau Hotel, 10100 Ocean Highway, Ocean City, MD. Charlene Bonham sent registration forms to all CTE Directors in Maryland. Registration is due to Charlene by May 15, 2015.