MCTA Attendees and School Systems Represented:

Carrie Akins, CTE Director, Calvert
Bryan Ashby, CTE Director, Wicomico
Traci Chappelear-Thomas, CTE Director and MCTA Treasurer, Charles
Emilie Cherry, Community College of Baltimore County
Eric Cook, CTE Teacher Specialist, Caroline
Tammy Diedrich, Manager, Business Education, Anne Arundel
Paul Edwards, CTE Director, Garrett
Michael Grubbs, CTE Coordinator, Baltimore County
Douglas Handy, CTE Director and MCTA President-Elect, Baltimore County
Sharon Kramer, CTE Director and MCTA President, Howard
Robert Limpert, CTE Director, Harford
Keith O’Neal, CTE Director and Principal, Somerset
Nicole Parr, CTE Director, Cecil
Kristine Pearl, CTE Director and MCTA Immediate Past President, Frederick (virtual attendance)
Diane Stulz, CTE Director, Worcester
Adam Tolley, CTE Director, Queen Anne’s
Marjorie Lohnes, MCTA Executive Director

GUESTS:

Tiara Booker Dwyer, Assistant State Superintendent, DCCR, MSDE
Brian Eyer, Coordinator of Leadership Development, Office of Leadership Development and School Improvement, MSDE
Marquita Friday, Director of Career Programs, DCCR, MSDE

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

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CURRENT ISSUES/PROFESSIONAL DEVELOPMENT

9:00 a.m.—Welcome and Introductions

MCTA President Sharon Kramer introduced Diane Stulz, CTE Director, Worcester County Public Schools, who welcomed the group. Following the welcome, all participants introduced themselves including their position and school system.

Bryan Ashby and Rob Limpert gave directions to the group for identifying topics for EdCamp discussion.
9:15 a.m.—Vision for the Future (presentation and draft plan posted on MCTA Google Docs site)

Sharon introduced Assistant State Superintendent Tiara Booker-Dwyer and colleagues from MSDE Brian Eyer and Marquita Friday.

Tiara provided copies of the draft Maryland Career and Technical Education Four-Year State Plan and gave a very comprehensive related Power Point presentation. She noted that the input of our group and others will inform final revisions to the plan. Key topics included:

- Discussion of the tech ed credit;
- Providing input on the CTE state plan;
- Discussion of professional learning opportunities for CTE educators and leaders; and
- Discussion of the Reserve Fund grant.

There was group interaction throughout the presentation. For example, the possibility of changing the number of credits in CTE program sequences along with many other topics of interest and importance was discussed. MCTA will have a representative on the State CTE Advisory Committee.

Tiara is seeking feedback from many groups. Any input is welcome but needs to get to her as soon as possible as the process is going quickly. The final plan will be in place after March 2020. The plan will be an important part of the agenda at all CTE meetings.

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BUSINESS MEETING

11:15 a.m.

Approval of 2019 Summer Institute Minutes

Motion: Rob Limpert  Second: Carrie Akins  Action: passed without additions or corrections

Approval of Treasurer’s Report

The MCTA balance sheet was distributed. It lists the debits and credits since the Spring Meeting. The treasury balance, as of October 21, 2019 is $13,373.20 The accounts that comprise this total are:

- PNC checking account- $2,704.05
- Howard Bank CD - $10,669.15

Total credits - $11,494.00
Total debits- $12,435.95

Motion:Bryan Ashby  Second: Rob Limpert  Action: passed as amended

It was noted that Sharon and Traci will try to move all the money into PNC for convenience and to change the CD to a Money Market account for easier accessibility to the funds. It was also noted that there would be a deposit from ACTE on November 10th for the Maryland dues paid and collected by ACTE in the last year.
Discussion of Bylaw amendments and vote

Motion: Diane Stulz  
Second: Nicole Parr  
Action: passed as presented

MCTA now stands for Maryland Career and Technical Administrators

The bylaws call for insurance coverage that protects the organization and its members.

Executive Director Report and Report on 2019 MCTA Summer Professional Development Institute

Executive Director Marjorie Lohnes reported that she continues with normal duties:

- communicating with MCTA members for meeting registration and minutes; and
- working with the Collaborative Team to plan meaningful meetings

In addition to these regular duties, time was spent on the following activities:

- compiled information related to current insurance coverage and information gained in researching other options last year;
- participated in a review and discussion related to online learning opportunities for members and teachers through a Maryland portal with ACTE;
- attended half day of the first MSDE meeting in September;
- completed and submitted the required ACTE annual report; and
- made arrangements with Turf Valley Resort and signed contract for the 2020 MCTA Summer Professional Development Institute.

Dates and locations of upcoming MCTA meetings are:

- MCTA Spring Meeting—Friday, March 20, 2020—Montgomery County, Thomas Edison HS of Technology; and
- 2020 MCTA Summer Professional Development Institute—Monday July 27 – Wednesday July 29, 2020—Turf Valley Resort in Ellicott City. The Annual Dinner and time to honor retirees will be Tuesday July 28th.

Report on 2019 Summer Institute

| Comparison Registration Data 2015 - 2019 Summer Institutes as of 7/24/19—Duplicate Counts |
|---------------------------------|-------|-------|-------|-------|-------|
|                                 | 2015  | 2016  | 2017  | 2018  | 2019  |
| School Systems                  | 9     | 14    | 15    | 13    | 14    |
| Community College Partners      | 0     | 0     | 0     | 0     | 2     |
| CTE Participants                | 10    | 21    | 27    | 24    | 33    |
| CTE Directors                   | 9     | 11    | 15    | 10    | 11    |
| CTE Administrators              | 2     | 6     | 7     | 7     | 8     |
| Executive Director              | 1     | 1     | 1     | 1     | 1     |
| Outside Speakers                | 4     | 3     | 8     | 4     | 10    |
| Total Attendance                | --    | --    | 7/25=32 | 7/24=25 | 7/23=37 |

The Executive Director’s contract was signed.
**Old Business**

ACTE online coursework—Sharon Kramer

Sharon provided an overview of the professional development opportunities that are available for CTE professionals. Both workshop sessions and courses for credit are available.

Report on insurance options—Bryan Ashby

Bryan described his review of our current insurance coverage. The bonding insurance is a policy to protect from criminal activity. He felt that current general liability coverage is the most appropriate. Because of the size and wealth of our group, he believes that our exposure to liability is fairly low.

A motion was made to discontinue our bonding insurance.

Motion: Carrie Akins           Second: Rob Limpert     Action: passed as presented

Traci contacted the insurance agent and received the form to discontinue the insurance before the end of our meeting.

**New Business**

ACTE Awards of Excellence

Sharon shared information about ACTE Awards of Excellence. Traci and Sharon are managing all awards applications for Maryland. Applications are due by March 1st. In its first year as an ACTE unified state chapter, the Maryland nominee for ACTE Teacher of the Year won the Region 1 competition. The national winner will be named at the conference in Anaheim the first week of December.

Executive Director job description

Sharon shared the job description for Executive Director and urged members to encourage qualified applicants.

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**Noon—LUNCH and School Tour**

Participants enjoyed a delicious lunch.

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PROFESSIONAL DEVELOPMENT

1:00 p.m.—Directors’ Open Forum (See Google Docs)

Bryan Ashby and Rob Limpert organized the following discussion sessions:

<table>
<thead>
<tr>
<th>Session One</th>
<th>Session Two</th>
<th>Session Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Assessment</td>
<td>Youth Apprenticeship</td>
<td>Curriculum and Professional Development</td>
</tr>
</tbody>
</table>
The discussion sessions were followed by a report on each topic:

Needs Assessment—Need clarity on whether 1 or 3 teams are needed; turn the LAC into the needs assessment team and strengthen the PACs

Youth Apprenticeship—Very labor intensive; question about capacity for many students; challenge to find business partners

Curriculum and Professional Development—Need clarification on expectations for CTE curriculum review; in some CTE courses, teachers are working in isolation; could share resources via Webex; concerned about losing the capacity to create local programs; poll teachers for desired topics for PD; PD for teachers is difficult because of time and expense

2:00 p.m.

Preliminary Planning for MCTA Spring Meeting

Various topics and activities were suggested for the next meeting. The group wants to have an update from Tiara, and EdCamp and a facilitated discussion.

2:15 p.m.

Next Steps, Evaluate and Adjourn

The Fall MCTA meeting was adjourned by group consensus.

Next meeting:

Friday, March 20, 2020—Thomas Edison High School of Technology in Montgomery County

Submitted by Marjorie R. Lohnes, MCTA Executive Director

October 25, 2019

MCTA Google Docs site:

All info can be found on our site:
https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsites.google.com%2Ffcps.org%2Fmcta%2Fhome&amp;data=02%7C01%7C%7C75b246382e6c4b88923708d62dceb0ad%7C84df9e7fe9f640afb4355555555%7C1%7C0%7C636746763079295954%26amp;sdata=iPfbueK8cOYzB9pVERUHaB%2FRISOFQADIKi8aa3kFDlw%3D&amp;reserved=0