



## **CTE Committee Meeting**

Meeting Minutes

November 20, 2025

2:00 p.m. - 4:00 p.m.

Baltimore City Community College

### **MEMBERS PRESENT**

Myra Norton, Chair  
Matt Holloway (V)  
Charnetia Young-Callaham  
Brian Cavey

Dr. Donald Boyd (V)  
Secretary Wu  
Michael Thomas  
Secretary Rai (V)

### **MEMBERS ABSENT**

Secretary Coker  
Dr. Carey Wright

### **ATTENDEES**

Emily Dow (MHEC)  
Lateefah Durant (CityWorks DC)  
Richard Kincaid (MSDE)

### **GWDB STAFF**

Rachael Stephens Parker  
Molly Mesnard  
Shamara Bownes  
Katherine Swanson-Palmer  
Dr. Edrees Nawabi  
Peggy DallAcqua (GWDB Legal Counsel)

The CTE Committee Public Meeting convened at Baltimore City Community College. Chair Myra Norton called the meeting to order at 2:05 p.m.

### **WELCOME & ROLL CALL**

Chair Myra Norton opened the November 20, 2025 meeting of the CTE Committee by welcoming members and attendees. Chair Norton explained the goals for the Committee meeting.

A quorum was confirmed. The November 20, 2025 Agenda was approved. The July 09, 2025 Meeting Minutes were approved.

### **MSDE, MHEC, CTE COMMITTEE INTERAGENCY PLAN**

Chair Norton introduced CTE Senior Director Shamara Bownes, Maryland State Department of Education (MSDE) Assistant State Superintendent Richard Kincaid, and Maryland Higher Education Commission (MHEC) Assistant Secretary for Academic Affairs Dr. Emily Dow to talk about the Interagency Development and Mapping of Career Pathways.

Senior Director Bownes explained the purpose of the Interagency Plan. Assistant State Superintendent Kincaid and Assistant Secretary for Academic Affairs Dow provided the background, strategic goals, and agency roles for the Interagency Plan.

Assistant Secretary for Academic Affairs Dow laid out the implementation timeline through the three phases to the Interagency Plan. Secretary Wu asked about how the timeline is in alignment with other agencies and the school year. Assistant State Superintendent Kincaid responded by underlining the work that happens throughout the year. Committee Member Michael Thomas asked the speakers to define “vendor”, to which Assistant Secretary for Academic Affairs Dow answered it is anyone who can help.

Chair Norton transitioned into a discussion about the Interagency Plan. Chair Norton asked about data, outcomes, and who the intended recipients are. GWDB Executive Director Rachael Stephens Parker assured Chair Norton the Interagency Plan will include specifics about what kind of data will be collected and why.

Committee Member Brian Cavey conveyed support for how apprenticeships have been talked about in the meeting, but asked about how it is written about in the plan. Executive Director Parker thanked Committee Member Cavey for bringing up apprenticeships and that they will be included in the revised draft of the Interagency Plan.

Secretary Wu asked the Committee who the user is for this document. Secretary Wu also asked how the career pathways will keep up as industries change and evolve. Assistant State Superintendent Kincaid responded by explaining how the phased approach is meant to keep up with industry trends while developing core skills. Chair Norton agreed that it is important to develop core skills while making sure career pathways are flexible and responsive to industry changes.

Committee Member Thomas asked about how AI will be incorporated into these phases and explained how important it is to engage employers.

Chair Norton agreed with Committee member Thomas, thanked Assistant State Superintendent Richard Kincaid and Assistant Secretary for Academic Affairs Dr. Emily Dow for their presentation.

## **CAREER COUNSELING BEST PRACTICES DISCUSSION**

Chair Norton transitioned the conversation to talk about the Career Counseling Best Practices Report. Chair Norton described the purpose of the Career Counseling Best Practices Report and introduced CTE Senior Director Shamara Bownes and Jobs for the Future (JFF) Director Shana Payne to present findings from the research.

Senior Director Bownes explained the method for the research, a timeline for in-depth research, and the roles for all of the state agencies involved in career counseling. Executive Director Parker provided historical context and emphasized these roles have been newly defined.

JFF Director Shana Payne began by explaining Maryland's Career Counseling Model, then expressed the methodology for JFF's research on Career Counseling Best Practices. This report is primarily focused on analyzing best practices from Memorandum of Understandings (MOUs) using desk research.

JFF Director Payne organized key findings of the research into three categories: 1) strong foundations with local innovation, 2) gaps in consistency and alignment, and 3) opportunities to strengthen systems.

JFF Director Payne finalized their presentation by recommending three next steps: 1) strengthen governance and guidance, 2) advance equity, and 3) improve accountability.

JFF Director Payne opened the floor for discussion and questions.

Assistant Secretary for Academic Affairs Dr. Emily Dow asked clarifying questions about definitions and context for the metrics. JFF Director Payne identified the metrics that came from the districts' annual reports. Executive Director Parker confirmed JFF Director Payne's answer that the metrics came from all of the districts' annual reports.

Secretary Wu asked about roles for making recommendations. Executive Director Parker and JFF Director Payne collaborated on the recommendations.

Chair Norton conveyed interest and appreciation for this research on MOUs and the upcoming research from focus groups. JFF Director Payne highlighted how the next round of research will be a lot more specific.

Assistant State Superintendent Kincaid emphasized how important it is for all stakeholders to collaborate effectively and how MSDE will work toward streamlining these collaborative efforts.

Secretary Wu highlighted interest for more specific guidance on career counseling.

Chair Norton asked if there were any more pending questions or comments, then transitioned the Committee to vote.

A motion was made and seconded regarding the Career Counseling Best Practices Report. The Committee unanimously approved the Career Counseling Best Practices Report.

### **COMMITTEE UPDATES - 2025 PROGRESS + UPCOMING 2026 WORK**

Executive Director Rachael Stephens Parker recapped the work the CTE Committee has completed over the past year.

Executive Director Parker provided a brief recap of the work thus far: 1) Maryland CTE Framework, 2) the FY24-27 Implementation Plan, 3) Perkins Reserve Grant Opportunity, and 4) Finalize and Submit the CTE Expert Review Team (ERT) Deployment Plan.

Executive Director Parker then provided a brief preview for the work ahead: 1) Joint Vision Statement, 2) Develop Implementation Plan to Mobilize the Joint Vision Statement and CTE Framework, 3) Lead cross-agency coordination and accountability in efforts to follow Implementation Plan and meet annual targets, 4) Career Coaching Best Practices Report, and 5) New IRC Applications Review and Approval.

Executive Director Parker opened the floor for questions from the CTE Committee.

Chair Norton and Committee Member Charnetia Young-Callaham commended CTE Committee staff for the work they have completed.

Chair Norton emphasized the importance of gathering data to inform decision-making. Committee member Brian Cavey agreed and added how important it is to provide accurate information to all stakeholders, especially parents.

## **ADJOURNMENT**

Executive Director Parker outlined next steps for the Committee: share any feedback about the Career Counseling Report and to prepare for the December 3, 2025 Special Meeting.

A motion to adjourn was made and seconded. The meeting was adjourned.

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*Meeting materials can be found [here](#). The recording of the meeting can be found [here](#).*