



Student Handbook 2023-2024

Bel Air Campus
(at St. Matthew's Lutheran Church)
1200 E. Churchville Road
Bel Air, MD 21014

MCM Business Office
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Havre de Grace, MD 21078

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443-243-7265

Dr. Duke Thompson, President
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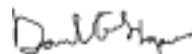
President's Welcome

The 2023/2024 year, marks twenty-one years of Maryland Conservatory of Music working for the greater good of music and music instruction in Harford County. It has been an honor to be a contributing organization in the greater Harford County region for these years and we look forward to more years to come. The Board of Trustees and the entire faculty and staff abides to protective measures for the health of our students and families. We offer quality music training in all instruments and voice, Musicianship classes, numerous performance opportunities for faculty and students, and programs where music is used therapeutically. We have several centers of activity and we are excited about our partnerships with many organizations including St. Matthew's Lutheran Church in Bel Air, Aberdeen American Legion, The Artist Emporium, Perry Point Veterans Hospital, Ashley Recovery Center, and The Town of Bel Air. Our 2023-2024 Main Academic Year runs from September 11, 2023 through June 1, 2024. The Private Lessons programs have **Open Registration** allowing students to start at any time, as long as the private teacher has space. We have an excellent faculty as all of our teachers have highly accredited performance backgrounds and the gift to teach with passion, sincerity, and enthusiasm. A full listing of the faculty is on the last page of this handbook. Our programs include Private Lessons (PLP and PLO), PLEA and a variety of classes, ensembles, and workshops. Highlights for our PLP students and ensembles this year include numerous Student Recitals our Alumni Recital (commemorating 20 years in Harford County), and our annual student showcase, "Music is Magic 2024" on June 1, 2024.

We are very proud of what we do, and we are very, **VERY** proud of our students. Quality music training builds self-esteem and confidence, and it significantly helps our youth develop good values that assist them in making smart life decisions. I hope the descriptions in the following pages are helpful as you study the virtues of music through an organization that is dedicated to the best music experiences possible.

Congratulations on being part of the Maryland Conservatory of Music family. We look forward to sharing the magic of music with you!

Duke Thompson



Founder and President

Experience the Magic!

Table of Contents

<u>Topic</u>	<u>Page</u>
Calendar	4
General Information &	5
Gift Shop.....	5
Program Descriptions:	
Private Lessons	6
Group Activities	7
Student Performance Opportunities	
Student Recitals.....	8
Music is Magic	8
Community Performance	9
Accompanying	9
Missed Lessons.....	10
Frequent Student Absence Policy	10
Snow Days & Other Emergency Closings.....	10
Make-Up Lessons.....	10
Sexual and Other Harassment	11
Non-Competition Policy	11
Student and Faculty Recognition.....	12
Appendix: Forms and Lists	13

This Handbook is also available through email by calling the Main Office at 443-243-7265.

2023-2024
Maryland Conservatory of Music
Calendar

Sept 9, 2023: OPEN HOUSE at Bel Air campus: 10 AM to Noon.

Sept. 11: Classes and lessons begin for Main Academic Year 2022-2023

Oct. 28: Student Recital, Saturday 10 AM (Bel Air)

Nov. 11: "Veterans Day Concert": Details TBA

Nov. 22-26: Thanksgiving Break – MCM closed

Dec. 10 (or TBA): MCM Faculty in CONCERT: Location to be announced.

Dec. 15: MCM Holiday Gathering in Havre de Grace (220 N. Washington St.) 21078

Dec. 16: Student Recital, Saturday @ Noon (Bel Air)

Dec. 17: (or TBA): Merry TUBA Christmas @ Bel Air High School. 4:30 pm FREE!

Dec. 18-Jan 2: Winter Break – MCM closed.

Jan. 3, 2024: Regularly scheduled classes and lessons resume

Feb 10: Second Saturday Faculty & Friends Performance (Location TBA)

Feb. 24: Student Recital: Saturday @ 10 AM (Bel Air)

April 13: Student Recital at Bel Air campus Saturday @ 10AM (Bel Air)

May 11: Alumni Recital for the **20 Year Anniversary of MCM:** St. Matthew Chapel; 5 PM

May 25: Auditions for "Music is Magic 2024" to take place during Musicianship Class @ 10 AM

June 1: "**Music is Magic 2024**": Annual Showcase Recital @ Noon: Location TBA.

Jun. 3 Start of MCM summer session

Aug. 1: Deadline for preferred scheduling (i.e. specific lesson time/day) with \$150 dep.

Aug. 15: Deadline to submit Financial Aid Application for full consideration for aid for 2023-2024 academic year.

Important Notes regarding MCM closures:

1). MCM will be closed for Thanksgiving Break, Winter Break **only**, as noted on this Calendar. Make ups may take place during these breaks if they are agreed to by both student/parent and the teacher - the teacher will need to reserve a room through the MCM office for any make-ups. Please read policies for make-up lessons and missed lessons on page 11.

2). HOLIDAYS: MCM is **not** closed for civic holidays, such as Columbus Day, President's Day etc.. If a student or teacher will not be available for a lesson on one of these days or for a recognized religious holiday, they should communicate this to each other as soon as possible and not later than two weeks before the date in question in order for the lesson to be rescheduled.

3). WEATHER CLOSINGS: MCM **normally** follows the weather closing schedule for the afternoon/evening programs for Harford County local schools. However, our phone message will confirm whether we are closed or not.

General Policies and Information

Contact Information: Please make sure that the MCM Office always has current contact information for you, particularly phone number and email address. We will be using the registration form information, so please notify the MCM Office immediately if you have any changes.

Phone Number Exchange: The student(or parent) and teacher must be able to reach each other directly on all matters pertaining to schedule of lessons. At or before the first lesson, be sure to exchange phone numbers/email addresses. Do not expect The MCM Office to deliver messages between students/parents and teachers.

Parking: At Bel Air campus, you can park in the gravel parking lot on the southeast corner of the St. Matthew's campus – this gravel parking lot is across Rte 22 from the CVS Pharmacy.

Student Dress Code: Students are expected to dress and present themselves in a way that is safe, non-offensive, and non-disruptive. For recitals and other performances, students are expected to dress in concert attire, such as would be worn for a traditional church wedding.

Food and Drink: Please do not bring food or beverages into a lesson or class. The only exception is made for wind students and voice students who may have a closable water bottle only. Water bottles or liquids of any kind **must not** be placed on the pianos.

Protect the Pianos: Please do not erase at the piano. Eraser crumbs that get inside the instrument can interfere with the piano's action in a negative manner.

Practice: If a student wants to practice while waiting for their lesson to begin, they can use a vacant MCM teaching space, but they will need to leave if a teacher needs to use the room.

Main Performance Rooms: Students are not permitted in the Main Performance Rooms without the presence of their teacher. The Main Performance Rooms are "The Chapel" at Bel Air campus and The Rotunda Room at Havre de Grace United Methodist Church.

Non-Smoking: MCM has a no-smoking/no-vaping policy that is consistent with the policy of both St. Matthew's Lutheran Church and all home studios.

MCM Office Access: Many questions can be answered by visiting our website (musicismagic.com), email (info@musicismagic.com), or phone conversation (443-243-7265). If you would like to schedule an in-person meeting, please phone 443-243-7265.

Copyrights and Photocopying: MCM abides by all copyright laws. Scores should not be photocopied for private lesson repertoire used by students. Students may only use photocopied scores in performance to assist in the efficiency of page turns.

MCM Gift Shop MCM items are for sale through the MCM Office by calling 443-243-7265. Items include MCM t-shirts, golf shirts, faculty CDs, student CDs, CD cases, and posters of many famous composers.

Photographs and Recordings: All photos and recordings of students and/or faculty taken at MCM functions by MCM staff or MCM volunteers are the property of MCM, and may be used for the promotion of the Conservatory. Please advise the MCM Office if there are concerns about publishing a student's photograph or name for promotional purposes. Please note that students and parents may not publicize photos, video or other materials from MCM events without permission from MCM and all other families involved.

Teaching Locations: All MCM students are to be given lessons at the MCM campuses or satellite campuses. If a teacher wishes to give a lesson at another location (such as a make-up lesson at the student's or teacher's home), this arrangement must be approved by MCM Admin.

Program Descriptions

Private Lessons Package (PLP) and Private Lessons Enhancement Activities (PLEA): At MCM, our music instruction goes beyond private lessons to develop the whole musician. The Private Lessons Program (PLP) at MCM receives the private lesson each week plus a number of Private Lesson Enhancement Activities (PLEA), including regular group musicianship class, master classes, guest artist presentations, eligibility for all student recitals and community performance opportunities, eligibility for the sister-school exchange program and free admission to most MCM sponsored events. Students/parents are encouraged to discuss these opportunities with their private lesson teacher to decide which one's to engage in.

PLEA Only: Enhancement Program: *This program is highly beneficial to students who take private lessons outside of MCM, and would pay a fee of \$30 per month (May and June) are considered one month. This allows these students to attend the Musicianship Class where they can try out their piece/song as well as the following: eligible to participate in Student Recitals, Community Performance any of the following activities:*

- i. **MCM Student Recitals** (approximately once every seven weeks)
- ii. **MCM's Community Performances and Sister School Exchanges**
- iii. **MCM Master Classes and Guest Artist Presentations**

Private Lessons Only (PLO): Students who are not interested in performing the music they work on in their private lessons may register for the Private Lessons Only program. This program has its own registration form that is separate from the Private Lessons Program (PLP).

Please Note: PLO students can to switch to PLP with the endorsement of their private teacher.

Main Academic Year: MCM's Main Academic Year consists of 35 lesson weeks. Students may enter the program at any time as long as there is availability in the faculty member's schedule. Those who begin lessons at the beginning of the year will receive 35 lessons. Those beginning during the year would receive as many lessons that are remaining from the time they sign up through the end of the Main Academic Year. MCM instructors will only be paid for lessons that have been paid for by the student.

Lesson Lengths: Lesson lengths at MCM are 30, 45, 60, 75 or 90 minutes. Most lesson lengths are 45 or 60 minutes. Students age seven or younger, who have a shorter attention span may opt for a 30 minute lesson. In determining the lesson length, the teacher and the student/parent should discuss the appropriate lesson length in relation to the student's age, needs and intentions. Students age 8 and above normally enroll for lessons that are 45 or 60 minutes.

Musicianship Class: Private Lesson students are eligible to take part in MCM's Musicianship Classes which meet at 10 AM on the 2nd and 4th Saturday of each month at Bel Air campus. These classes do not take place on weekends that have Student Recitals (see the calendar), as the Student Recital takes place at that same time. These classes are for all ages and they act primarily as an extension of the private lesson where the student can play/sing portions of the music that they are working on in their private lessons. This invaluable experience of becoming familiar with performing for a group of people (in this case, fellow students and a teacher) is a big part of the MCM pedagogical philosophy. The private teacher is to be involved in requesting their students to "try out" all or part of their pieces/songs as appropriate at the Musicianship Classes.

Other aspects of Musicianship Class include ear training, games such as "Musical Jeopardy" or "Name that Tune", discussion of our 'Topic of the Week' that are introduced each week - topics may pertain to music theory, music history, musical styles, famous performers or something else related to music. Correct answers to questions from Musical Jeopardy and Topic of the Week results in prestige, pride, and sharing of knowledge. This class is always under the direction and guidance of one of the MCM faculty members or a guest of MCM.

Ensembles: These ensembles are available at MCM when enrollment needs are met. The MCM Office will put interested students on a class list and the ensemble will start when the enrollment quotas are reached. Some of these ensembles require an audition or a placement hearing. If your student is interested in one of the ensembles, please have him/her contact the MCM Office to confirm openings, days and times, age range, and whether or not there is an audition. Depending on student interest and teacher availability, MCM ensembles may include:

- Musical Theater
- Classic Rock Ensemble
- Choir
- Drum Circle
- Brass Ensemble
- Jazz Ensemble
- Guitar Ensemble
- Percussion Ensemble
- Collaborative Orchestra (Youth and Adults)

Student Performance Opportunities (PLP Students and ensembles)

1). Student Recitals:

Recital Schedule: Student recital weekends take place at MCM approximately every seven weeks. Recitals will be held in lieu of Musicianship Class on recital weekends. These dates are listed on the Academic Calendar (page 3).

Recitals are normally held on the Friday evening at 7:00 p.m. in Havre de Grace (if warranted) and on Saturday at Bel Air campus @ Noon. If an additional recital is needed, there may be an added recital. If only one recital is needed, it will be the Bel Air one on Saturday @ Noon.

Endorsements: To participate in any MCM recital, students must be endorsed (in writing or email) by their private teacher and the student must do a “Dress Rehearsal” with their accompanist (if applicable) at Musicianship Class on the weekend preceding the said performance. To endorse your student:

a). Fill out the Performance Endorsement Form, available in the appendix of the Faculty Handbook; if emailing the endorsement, be sure to include all the information asked for on the Handbook’s Endorsement Form.

Important! On the Performance Endorsement Form, obtain the student/parent’s preferred Student Recital date (Friday/Havre de Grace or Saturday/Bel Air) based on your communication with the parent/student. MCM will try to accommodate the preferred request, but this is not guaranteed.

b). By 5:00 PM the week of the audition/dress rehearsal, submit the completed Performance Endorsement Form in the “Forms” tray on top of the mail box table in the mail/storage room at Bel Air campus or send in all the information through an email.

c). If the student needs an accompanist, the faculty member is to facilitate the process of finding an accompanist with enough time before the audition for effective rehearsal to take place. For more information, please see “Accompanying”.

Confirmation as to when and where the Student Recital(s) will be is sent to all faculty by Tuesday at 5 p.m of the week of the recital. If a student does a “Dress Rehearsal” which is sub-par, the private teacher will be notified and they will need to re-confirm that student’s participation by Noon on Thursday. Communication needs to be made to the students (through email or phone) from the private teacher by Thursday at Noon. Students/Parents of the performing students should be asked to bring an item for the post recital reception.

2). “Music is Magic 2024”:

MCM’s Music is Magic concert is the annual student showcase performance. It is scheduled for June 1, 2024 at St. Matthew Church Chapel in Bel Air @ Noon (check with your private teacher or MCM office to confirm this location). Deserving students will be chosen to participate in this performance through auditions, which will take place during the two Musicianship Class sessions that precede the show.

Please be aware that the performance expectations for the *Music is Magic* concert are high. Students auditioning must be thoroughly prepared and able to give polished, confident, musical performances. Students will be chosen based on the degree to which they are prepared, their participation in the full MCM program, and the need for diverse programming.

3). Community Performance:

MCM often receives requests from area organizations, families, and individuals to have students perform at various events and venues. These are good opportunities for students to gain performance experience. Students should ask their teacher about upcoming opportunities as they will be shared with private teachers in the Faculty News each Monday. Normally students are chosen for these performances based on the faculty recommendations. In addition, students may be chosen based upon their performances in Musicianship Classes, student recitals, or other performances. Ensembles at MCM also perform in community events as appropriate. Faculty members should email their endorsement of a student or ensemble to <info@musicismagic.com>

Examples include the monthly First Fridays in Havre de Grace, performing at The Athena Awards in Bel Air, Harford County’s Good Neighbor Awards, Art Crawls, Harford County Rotary Clubs, Bel Air Town Commissioner’s Open House, Highland School Gala, Harford Day School Arts Festival, Shamrock Park, Martin Luther King Jr. Breakfast, Barnes & Noble, CandleLight Tour, Bulle Rock Restaurant, CandleLight Tour and more.

Accompanying

Many students will need an accompanist for an MCM audition/performance (Student Recitals, Community Performances, Musicianship Class, and Music is Magic). It is the private teacher’s responsibility to facilitate and help coordinate the student’s accompanying needs.

To find an accompanist, the private teacher can do any combination of the following:

- 1). Check with the MCM Office for students and faculty members who accompany
- 2). Ask the student/parent about a friend or family member who can accompany
- 3). Ask their music ‘person’ at the school or church they attend
- 4). Explore the possibility of a piano student at Saturday Musicianship Class accompanying

Compensation for accompanists is worked out between the student/parent and the accompanist. If the student’s private teacher is the accompanist, there is normally no charge to the student, but this is at the discretion of the private teacher. If it is a fellow MCM student, there is normally no charge involved.

Missed Lessons

If Faculty or students can't make a lesson, the following guidelines describe how missed lessons are to be handled.

Faculty Absences

Planned Absence: MCM faculty members are encouraged to pursue performance and other professional opportunities, which add to their expertise as MCM teachers. If a teacher must miss a lesson for such an activity, he/she is responsible for notifying the student/parent in advance and to schedule a make-up lesson as close to the missed lesson as possible and before the end of the Main Academic Year.

Unplanned Absence: If a teacher must miss a lesson due to illness, family emergency, transportation problems, etc., he/she will notify the student/parent at the first opportunity and a make-up lesson will be scheduled and taught as close to the missed lesson as possible before the end of the Main Academic Year.

Student Absences

1. *Planned Absence:* If a student knows in advance that he/she will miss a lesson for a recognized civic or religious holiday, and wants to make that lesson up, he/she must notify the Private Teacher in writing/email, at least 2 weeks in advance of the absence. If this is not done, the teacher is not obligated to make up the lesson. Other planned absences such as a family vacation, school trip, etc. are not normally made up, although it is up to the discretion of the teacher.

2. *Unplanned Absence:* If a student is unable to attend a lesson because of illness, family emergency, transportation problems, etc., the student or parent is expected to contact the teacher directly as soon as possible.

Please note that it is MCM's policy that teachers do not make up lessons for last-minute student cancellations or no-shows AND no more than three make-ups over the thirty-five week year (pro-rata as appropriate) should be made up.

Frequent Absence Policy

If a student has frequent absences, a meeting with the Director or President may be called. MCM reserves the right to dismiss students whose efforts do not meet the school's standards.

Make-up Lessons for MCM Closings (i.e. weather)

Lessons missed due to snow, ice, or other emergency closings will be made up through a rescheduling with the Private Teacher.

Sexual and Other Harassment

MCM does not condone or excuse harassment of any kind. MCM's policy prohibits employees from discriminating against or harassing their colleagues or students based on gender (more commonly known as "sexual harassment"), sexual orientation, pregnancy, religion, mental or physical impairment, age, race, marital status, creed, color, or national origin. MCM will take immediate steps to address complaints of slurs or harassment based on any characteristic as protected by law.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. MCM's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as email and Internet access) may not be used to engage in conduct that violates this policy. MCM's policy against harassment covers employees and other individuals who have a relationship with MCM which enables the organization to exercise some control over the individual's conduct in places and activities that relate to MCM's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Non-Competition Policy

Exclusivity: MCM teachers must teach ***all*** their private students at one of the conservatory campuses. Exceptions to this, which must be communicated to the MCM Office in writing are 1) studios that are more than 25 miles away from either MCM campus; 2) teaching a student for college credit at a college facility. Failure to abide to these policy parameters could result in dismissal from MCM, an admin fee, and a penalty for harming the exclusivity profile of MCM. ***Leaving MCM:*** When a faculty member's status as a private teacher at MCM terminates - whether by choice or by dismissal, that faculty member and that faculty member's student(s) and the parent/guardian thereof understands, and agrees, that there will be no lessons taking place between them at any location for one full year following the departure from MCM. If lessons do take place without a written exemption from this policy, this is considered a violation of the student registration 'Declaration' and the faculty member's MCM contract.

Variations from this policy are rare and if they are approved, there will need to be a document in writing and signed by both the teacher, student/parent and the MCM Director. If any variance of this Non-Competition Policy takes place and is not approved through a signed document, charges will be levied and the teacher/student will be charged all lawyer fees, court costs, lost MCM revenue (from lost students and administrative time that is consumed), and any MCM associated expenses.

Student and Faculty Recognition

Student Recognition

General Assessment of Student Progress: Faculty are asked to assess their students' progress and encouraged to recognize outstanding accomplishments. Written comments on a student's performance and participation *will* be requested for students receiving scholarship aid. Attendance at weekly lessons is documented in the Faculty Teaching Record, and instructors of courses, ensembles, workshops and camps may be asked to provide comment sheets at the end of the activity. Parents are also encouraged to share student successes.

Student of the Month: If your student demonstrates outstanding effort and achievement, you may nominate him/her for *Student of the Month*. The nomination form may be found in the Handbook or the Forms for Faculty folder. Nominations for the upcoming month must be submitted by the 25th of the current month. Student of the Month honors are reserved for PLP students, and are listed in the monthly newsletter and posted at MCM.

Student Highlights: If a student has received an award or recognition, MCM would like to acknowledge this accomplishment. The student's private teacher and/or parent or guardian should fill out, sign and submit the *Student Success Story* form, which can be found in the Handbook.

Faculty Recognition

Faculty Highlights: Faculty members and students are encouraged to share information about honors or awards received. If you have a success you would like to share, please fill out and submit the Faculty Highlights form found in the appendix of this Handbook. **Faculty Performance Credit/Compensation:** Please see: *Faculty Performance and Projects*.

Appendix

The Following Forms and Lists

Can be found in the following pages

The following forms are included in the Appendix:

- *Performance Endorsement Form*
- *Student of the Month Nomination Form*
- *Student Success Story Form*
- *Faculty Highlights Form*
- *MCM Faculty and Staff List*

Maryland Conservatory of Music
Performance Endorsement Form 2023-2024

Student Name: _____ Teacher: _____

Lesson day & time: _____ Student's age: _____

Title of piece/song	Composer(s)	Length (min)
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(Separate Performance Endorsement Form is required for each piece/song having a Dress Rehearsal)

*Required "Dress Rehearsal" takes place during Musicianship Class that precedes the MCM Performance and this completed **form is due to the MCM Office by Friday at 5 pm** on the weekend of the "**Dress Rehearsal**". If emailing the endorsement, include all the information asked for on this form.*

This audition is for:

___ Student Recital on the following date (see calendar) _____

___ Community Performance / Master Class / Sister School Exchange

Description and Location: _____

Date and time: _____

___ Music is Magic 2024: (June)

This student will do their "**Dress Rehearsal**" at the Musicianship Class held on:

Day _____ Date _____ Time _____
(This is the 10 AM Saturday class in Bel Air that precedes the Student Recital)

The anticipated **Performance Date** is:

Day _____ Date _____ Time _____
(Student Recitals are 10 AM or Noon on Saturday in Bel Air - see calendar)

ACCOMPANIST (if applicable).

The accompanist for this student is _____ (please print)
(Please note that the accompanist must be at the Audition / Dress Rehearsal)

I, the private teacher of the above student, do hereby endorse this student as being properly prepared for the upcoming performance as described above. I declare that all the information on this sheet is accurate (names, spelling, numbers, dates, times, places, etc..)

Teacher Signature: _____ Date: _____

Maryland Conservatory of Music
Student of the Month Nomination Form 2023-2024

Please note: To nominate your student for the upcoming month, this form is due in the MCM Office by the 25th of the current month.

Student Name:_____

Teacher Name:_____

Please describe the reasons for nominating this student, including dates and locations of specific accomplishments, if applicable:

Teacher Signature:_____ Date:_____

For Office Use Only:

Date Received:

Student of the Month for:

Maryland Conservatory of Music
Student Success Story

Student Name: _____

Teacher Name: _____

Submitted By: _____ Date: _____

Please describe the student's accomplishment, including relevant dates, locations, etc:

For Office Use Only:

To be posted on:

Maryland Conservatory of Music
Faculty Highlights

Faculty Name: _____ Date Submitted: _____

Please describe your accomplishment(s) including dates, descriptions, and locations:

For Office Use Only:

To be posted on:

MCM Faculty and Staff

(at the time of this printing)

<u>Instrument</u>	<u>Name</u>	<u>Degree</u>	<u>School</u>
Bagpipes	Andy McIntyre	Master of Modern Studies	Loyola College
Clarinet	Randy Harrison	Bachelor of Arts	University of Maryland
Composition	Jeremy Harvey	Master of Music	Peabody Conservatory
Flute	Chris Sengstacke	Master of Music	Peabody Conservatory
French Horn	Randy Harrison	Bachelor of Arts	University of Maryland
Guitar	Chris Sengstacke	Master of Music	Peabody Conservatory
Piano	Julie Shaker	Bachelor of Music	Frostburg University
Percussion	Braeden Travers	Master of Music	Hartt School of Music
Piano	Andrew Lewis	Master of Music	Towson University
Piano	Duke Thompson	Doctor of Musical Arts	Arizona State University
Scoring	Jeremy Harvey	Master of Music	Peabody Conservatory
Theory/Ear Training	Jeremy Harvey	Master of Music	Peabody Conservatory
Trumpet	Randy Harrison	Bachelor of Arts	University of Maryland
Tuba/Low Brass	Randy Harrison	Bachelor of Arts	University of Maryland
Violin, Viola	Dennis Hertzog	Master of Music	Towson University
Voice	Julianne Delbert	Bachelor of Music	Messiah College

President: Dr. Duke Thompson

Financial Operations: Ms. Beth Burton

Board Chair: Mr. Edward Simon