

CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD

Minutes of Meeting – March 20, 2018

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education and Career System Board (hereafter “Board”) met on March 20, 2018 at CT Aero Tech, Brainard Rd., 500 Lindbergh Drive, Hartford, CT.

I. Call to Order

Mr. Trefry called the meeting to order at 1:30 PM.

Present: Mr. Robert Trefry, Chairperson
Mrs. Patricia Keavney-Maruca, Vice Chairperson
Ms. Karen Eichstaedt
Mr. Peter Hoecklin
Dr. Daisy Cocco De Filippis
Commissioner Scott Jackson
Commissioner Catherine Smith
Mr. Fitz Walker

Absent: Ms. Andrea Comer
Ms. Gina Chiarella

II. Public Participation

III. Welcome

Hosting of Today’s Meeting

Chairman Trefry thanked Principal Sartoris for hosting today’s meeting and for the tour of the Aviation Program. The Board members were impressed with their presentation and thanked the instructors and students for sharing their work. Mr. Sartoris welcomed the Board members.

Mr. Sartoris introduced the following students: Maria Campelli (Block 3) and Alex Alvarez-Nunez (Block 2) who spoke about their experience at CT Aero Tech and shared their plans after they graduate. The Board members thanked Ms. Campelli and Mr. Alvarez-Nunez for sharing their experience and congratulated them on their work.

IV. Consent Agenda

Ms. Keavney moved, Commissioner Smith seconded, that the CTECS Board approve the following Consent agenda items IV.A. Consideration of Minutes of the February 27, 2018 CTECS Board Meeting; and IV.B. Healthy Food Certification Statement.

A. Consideration of Minutes of the February 27, 2018 CTECS Board Meeting

RESOLVED, That the CTECS Board approve the minutes of the February 27, 2018 CTECS Board meeting.

B. Healthy Food Certification Statement

RESOLVED, That the CTECS Board pursuant to Section 10-215f of the Connecticut General Statutes, approve that the Connecticut Technical Education and Career System (CTECS) **will participate** in the Healthy Food Certification for school year 2018-2019, and directs the Superintendent of Schools to take the necessary action.

The Board **will allow** the sale to students of food and beverages items that do not meet the Connecticut Nutrition Standards (food) or Section 10-221q of the Connecticut General Statutes (beverages) provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- 2) the sale is at the location of the event; and
- 3) the food items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

VOTE ON
MOTION:

| | | |
|-------|------------|--|
| Vote: | In Favor: | De Filippis, Eichstaedt, Hoecklin, Jackson, Keavney, Smith, Trefry, Walker |
| | Opposed: | 0 |
| | Abstained: | 0 |
| | Absent: | Chiarella, Comer |

Motion carried unanimously.

V. Executive Session

There was no executive session.

VI. Items Requiring Action

There were no items requiring action.

VII. Report of the Superintendent of Schools

Discussion

A. Budget Update

Superintendent Wihbey introduced Mr. James Chasse, CTECS Education Consultant who provided an update on the latest information impacting the district’s operating budget for fiscal years 2017-18 and 2018-19.

The district’s payroll operating account (SID 12519) is expected to finish the current fiscal year (FY 2017-18) with a surplus. Based on the latest available information, a surplus of approximately \$1.1M (or less than one percent of the holdback adjusted payroll budget of approximately \$128.4M) will be achieved.

However, this projected surplus has been largely been achieved due to the large number of unfilled positions and the delayed transfer of staff from the State Department of Education (SDE) to the Connecticut Technical Education and Career System (CTECS) as explained below.

The original payroll budget included approximately \$1.7M for the transfer of up to twenty (20) staff persons from the SDE to the CTECS. To date, only eight (8) of the twenty (20) positions have become the financial responsibility of the CTECS. The other twelve (12) are expected to remain the financial responsibility of the SDE through at least the end of the current fiscal year.

As a result of these delays, the CTECS will achieve approximate savings of \$1.2M. Absent of this fact, the district's payroll budget for the current fiscal year would be in the red by approximately \$100,000.

An additional area of concern is the continued growth in potential payouts for non-lapsing vacation time as a result of the SEBAC vs. Rowland Settlement Agreement. As each case is settled, we receive notification through our Bureau of Human Resources of the individual awards. Currently the district has fourteen (14) employees who are entitled to payouts which total in excess of \$775,000 if they were to all separate from state service. Additional settlements are expected which will further increase the potential exposure.

Mr. Chasse provided a summary of the latest available operating budget information by payroll, fuel and utilities, supplies and services. The payroll cost projections of approximately \$127.3MM includes funding for full-time (\$109.3MM), part-time (\$15.2MM) and other payroll costs (i.e. separation costs, overtime and longevity - \$2.8MM). It also reflects projected savings from state furlough days.

At this time, CTECs believes that the current operating budget for services and supplies will be sufficient to meet project costs.

As initially discussed at last month's Board meeting, the ongoing fiscal challenges are expected to continue during the new fiscal year (FY 2018-19) which begins on July 1, 2018.

On February 7, 2018, the Governor issued his proposed operating budget allotment adjustments for the new fiscal year. As displayed in the chart that follows, the CTECS would receive approximately \$1.8M more than was received in its fiscal year 2017-18 operating budgets.

However, as a result of the SEBAC 2017 agreement, **more than \$5.2M in new payroll costs** will be experienced during fiscal year 2018-19.

These new projected costs include:

- \$3.2M for lump sum and/or top step bonuses to qualified employees;
- \$1.0M from the elimination of the three furlough days;
- \$0.7M for advanced degree stipends to qualified teachers/department heads;
- \$0.3M for the July 2018 longevity payments (delayed from April 2018)

As a result, we are already projecting a deficit of approximately \$3.2M in the operating budget.

However, the potential exists for further growth in the projected deficit for fiscal year 2018-19 if:

- The district does not maintain its current vacancy rate of approximately 190 full-time positions;
- The normal attrition rate of 3% - 4% is not achieved (which creates turnover savings);
- Any of the employees entitled to the Rowland Settlement opt to separate from state service;

A preliminary analysis has determined that the district's proposed appropriation for FY 2018-19 would have to be increased by at least \$10M in order for the district to fill critical instructional and operational positions thereby reducing the vacancy count down to the 65 positions that have been held vacant for the past two fiscal years.

Superintendent Wihbey updated the Board members on the discussion that took place at the Outreach and Finance Subcommittee meeting that met earlier this morning. Questions and discussion during their meeting included: what are the drivers of the \$5.2 in new costs. Response: Largely driven by the financial impact of the 2017 State Employee Bargaining Agent Coalition (SEBAC) agreement including these items listed below:

- \$3.2M for lump sum and/or top step bonuses to qualified employees;
- \$1.0M from the elimination of the three furlough days;
- \$0.7M for advanced degree stipends to qualified teachers/department heads;
- \$0.3M for the July 2018 longevity payments (delayed from April 2018)

Superintendent Wihbey noted that the potential exists for the SVFT to take their third furlough day at the end of the 2017-18 school year. If approved, this would result in a reduction to the FY 2018 projected surplus and a reduction in the projected deficit 2019. Superintendent Wihbey will follow-up with Ms. Karen Zuboff, HR Administrator regarding the appropriate dates for taking two furlough days.

Superintendent Wihbey also spoke about the misalignment between the hiring season, employee retirement notification and even the budget timelines.

Additional Questions/Discussion included: Superintendent Wihbey also discussed the development of an impact statement asked for some assistance from board members to request relief from OPM regarding the \$5.2 M. Superintendent Wihbey thanked Mr. Mindek and Mr. Uccello, for looking at how many long term subs and the cost to the district. They are working hard to identify the number of students affected. The number of long term subs and the cost of long term subs. Ms. Stefon and Commissioner Wentzell are supportive of the idea to reach out the CGA to share the issues and Superintendent Wihbey was pleased to mention the SVFT would also like to be part of the delegation to advocate. President De Filippis inquired as to where the vacancies are.

Commissioner Jackson asked a question regarding the daily difference in pay between a substitute instructor and a full-time instructor. The correct answer is being provided after the meeting as follows:

- An instructional substitute (covering a vacancy, or an instructor or department head on leave) is expected to work a full seven hour day and **earns \$155 per day**;
- If a full-time instructor was in place, the instructor would **earn between \$276.31 per day and \$474.84 per day** (depending on their certification). (Savings = \$121.31 - \$319.84 per day)
- If the instructional substitute is covering for a department head (limited to 15 straight days), the rate of pay **earned ranges from \$325.44 per day to \$522.88 per day**. (Savings = \$170.44 - \$367.88 per day).

B. Update on Student Workforce Numbers/Program

Superintendent Wihbey introduced Mr. Raymond Mencio and Pasquale Ciarleglio to the Board members who presented student workforce production processes and revenue for the 2016-17 school year.

Mr. Mencio opened the discussion with good news.

Mr. Mencio opened the discussion with good news. This past week was the 70th anniversary of the CT Science and Engineering Fair that was held at Quinnipiac University supported by all of the major industries in CT. The University of CT is also a big supporter. This year, for the first time CTECS placed first in one of the categories **“Energize CT, EE Smarts”**. Christian Ramos, Christian Haupt (Platt Tech 11th grade plumbing students) and Taylor Kreider (Platt Tech carpentry student) presented over two days their invention (a water re-use system) at the awards ceremony on Saturday March 17th @ Quinnipiac University where they came in first and will now go on to Oswego, NY where they will compete for six days in GENIUS Olympiad which is a national competition.

The students will be invited next month to the Board meeting to be recognized.

Mr. Mencio and Mr. Ciarleglio presented student workforce production processes and revenue for the 2016-17 school year. Their presentation included accomplishments as well as information on the CTECS student workforce process to have both on campus and off campus student production work completed, CTECS student workforce services, and a revenue analysis of the last five school years.

Mr. Mencio and Mr. Ciarleglio responded to questions the Board members raised about the student Workforce numbers/program. Mr. Mencio and Mr. Ciarleglio also shared an example of student community involvement with the Sickle Cell Center in New Haven and the work students from Platt, Whitney, O’Brien and Prince Technical High Schools are involved in and how the Sickle Cell Center are educating CTHSS students on the disease. Mr. Mencio and Mr. Ciarleglio were to clarify questions on the Five Year Revenue Analysis slides and change order management.

A copy of the PowerPoint presentation entitled “Student Workforce Production Process and Revenue 2016-17” is included in the official file of this meeting.

C. Essential Questioning/Brainstorming- Workshopping for Board (Advisory Functioning)

Superintendent Wihbey spoke about a great suggestion from Board Member, Peter Hoecklin during an entry visit about having some brainstorming and workshopping for Board members around providing possible solutions on certain issues or problems. Superintendent Wihbey suggested that next year, essential questions be developed around some big issues that the board would be delving into next year. He suggested perhaps at a retreat, Board members could identify 12 to 24 types of big issues or tasks to take on as a group and develop some essential questions. Every month there might be some time set-aside to give the board time to discourse around some of those essential questions. Superintendent Wihbey thanked Mr. Hoecklin for bringing up this idea.

Other Matters

Security & Districtwide Safety Committee

Conversations continue at the school level regarding school safety in light of the national events that have occurred. CTECS continues to audit and review processes on an annual basis. Every school has a school safety committee. Superintendent Wihbey shared a larger districtwide process he is putting in place and is in the process of forming a committee of members represented from State Vocational Federation of Teachers (SVFT), American Federation of School Administrators (AFSA) (S. Butkus), an Education Consultant from P3A (J. Woodmansee) and a School Resource Officer (SRO).

Superintendent Wihbey will ask this committee to view our policies, build protocols and procedures and develop a list of commendations and recommendations before the end of this school. He would like the Committee to make a presentation to one of the CTECS subcommittee meetings in the near future. It was suggested that CTECS also participate in the Active Shooter training on a regular basis as well.

Superintendent Wihbey also spoke about the March 14th National Movement for Walkouts. He communicated with all school principals to allow students to express their first amendment rights. A venue was provided to ensure school safety to avoid disruption to the students educational experience and environment. Several CTECS schools offered walk-in opportunities. Superintendent Wihbey commended the school leadership, students, teachers and staff. Superintendent Wihbey also thanked the Connecticut Association of Boards of Education (CABE) and the Connecticut Association of Public School Superintendents (CAPSS) for providing the guidelines.

VIII. Report of the Chair

Mr. Trefry reported that Commissioner Dianna Wentzell planned to be in attendance today but she was attending a forum in Washington, DC on gun violence in schools.

IX. Committee Reports

A. Quality and Policy

The Quality and Policy Subcommittee met on March 20, 2018 just prior to today's CTECS Board meeting. The Committee had a discussion with Dr. Laura Vega on the Seal of Biliteracy. They also received a status report from CTEC Education Consultants on the 2018-19 Trade Enrollment and Retention. Ms. Tinty explained the Use of Facilities Process and highlighted a recent guideline from DAS which asks CTECS not charge other state agencies for using CTECS facilities. Lastly, the Committee members received follow-up on questions that came up last month during the trade reauthorization presentation of the Architecture and Construction Career Cluster— questions specific to blueprint reading, trade related math and soft employable skills and provided insight into that. Superintendent Wihbey will forward a copy of the enrollment data to the Board members.

B. Outreach and Finance

The Outreach and Finance Subcommittee met on March 20, 2018 just prior to today's CTECS Board meeting. Mr. Ciarleglio presented on the Apprentice Program. Currently, the Department of Labor is expanding their apprenticeship programs. Commissioner Jackson expressed interest in seeing if the CTECS is interested in providing additional apprenticeship opportunities in the district. Currently, the district provides apprenticeship programs in six schools and will identify other locations for restarting apprenticeship programs.

Mr. Chasse provided an update on Expenditure and Revenue Reports and the committee had a discussion with Acting Director of Food Services, Ms. Jackie Schipke on the healthy food certification statement and the Committee recommended approval to the CTECS Board.

X. Public Participation

There was no public participation.

XI. Adjourn

The CTECS Board adjourned its meeting at 2:35 PM
Prepared by:

Diane Curtis

Diane M. Curtis, Administrative Assistant
Connecticut Technical Education and Career System