

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM BOARD

**Minutes of Meeting
November 15, 2016**

Pursuant to notice filed with the Secretary of State, the Connecticut Technical High School System Board (hereafter "Board") met on November 15, 2016 at H.C. Wilcox Technical High School, Meriden, CT.

I. Call to Order

Chairperson Trefry called the meeting to order at 1:30 p.m.

Present: Mr. Robert Trefry, Chairperson
Mrs. Patricia Keavney-Maruca, Vice Chairperson
Mr. John Barrasso
Dr. Daisy Cocco De Filippis
Commissioner Scott D. Jackson
Ms. Karen Eichstaedt
Ms. Gina Chiarella
Commissioner Catherine Smith

Absent: Ms. Gina Chiarella
Mr. Chris DiPentima
Mr. Peter Hoecklin
Mr. Fitz Walker

Mr. Trefry thanked Principal Joyce Mowrey for hosting today's meeting. Ms. Mowrey welcomed the Board members and guests and introduced two seniors: Christopher Dallas, Automotive Technology student and Kelly Pathania, Culinary Arts Technology student who spoke about majors and post-secondary plans.

II. Public Participation

There was no public participation.

III. Consent Agenda

A. Consideration of Minutes

The board voted unanimously that the minutes of the October 18, 2016 CABE Retreat Meeting and October 18, 2016 CTHSS Board meeting be approved.

Vote: In Favor: Trefry, Keavney, Barrasso, De Filippis, Eichstaedt, Jackson, Smith
Opposed: 0
Abstained: 0
Absent: Chiarella, DiPentima, Hoecklin, Walker

IV. Executive Session

The Board did not go into executive session.

V. Report of the Superintendent of Schools

National Coalition of Certification Centers Award

The CTHSS has received the NC3 award from the National Coalition of Certification Centers in recognition as the top school in the nation developing and implementing industry partnerships to move ideas and people forward. Last school year the CTHSS implemented two of the certifications from the NC3 on the Snap-on equipment the district purchased. The CTHSS integrated an automotive electrical meter certification credential into the sophomore curriculum and an automotive Snap-on scan tool certification credential in the junior curriculum. Since beginning this program in 2015-16, the district has provided over 600 credentials to automotive students.

2017 CT Teacher of the Year Awards Ceremony and Reception

On November 10, 2016, the CTHSS had the honor of joining Commissioner Wentzell and a number of teachers representing the State at the 2017 CT Teacher of the Year Awards Ceremony. Aimee Correa, the CTHSS Teacher of the Year for the District also joined us for this beautiful celebration.

CT Department of Labor (DOL) Apprenticeship Grant

Commissioner Jackson is pleased to announce that the DOL has been recognized with another federal grant to assist an apprenticeship training program for the aerospace manufacturing and maintenance sector. The DOL is in the process of finalizing the details of the grant. Superintendent Torres thanked Commissioner Jackson for this opportunity for future students.

CTHSS Annual Report to the Joint Standing Committees of the Legislature

The hearing originally scheduled for November 16, 2016 is being rescheduled. Board members will be notified of the new date and time.

CABE/CAPSS Conference

On Friday, November 18, 2016, the CTHSS will be at the Mystic Marriott in Groton, presenting at the CABE/CAPSS Conference. The District is honored to present the Strategic Action Plan Tomorrow's Framework.

ACTE's CareerTech VISION 2016 National Conference

A number of district representatives will be attending the ACTE National Conference in Las Vegas, Nevada on November 30 – December 2, 2016. Superintendent Torres will be sending someone on her behalf in the event the hearing at the Legislature is scheduled that same week.

Lean Training Progress

On November 4, 2016, the CTHSS met with colleagues from the Office of Policy and Management to embark on the Lean Training. As part of the Lean Training, the CTHSS has identified two areas of focus: purchasing and hiring. After the meeting, the fiscal team reviewed the purchasing process and procedures and has developed a draft the CTHSS is presently reviewing for possible implementation starting January 2017. All CTHSS consultants will be reviewing the hiring process and recruitment manual and offering suggestions to the Bureau of Human Resources.

Work Plan for the 2016-17 School Year

Superintendent Torres shared a copy of the 2016-17 work plan with the Board members. This work plan provides an overview of how the CTHSS plans for the year--most of which is from statutory obligations.

Civics and Democracy

Superintendent Torres talked about the conversations that Principals are leading at the school level after the recent election. She assured the Board members that the CTHSS staff is being very sensitive to ensure everyone's rights are honored and that all conversations are within the boundaries of respect, kindness, and tolerance. Counseling and support is being provided to those in need. The Board members engaged in a meaningful discussion on this

topic and thanked the Superintendent for her support and the inclusion of this topic of culture and school climate in our schools.

VI. Items Requiring Action

A. Biennial Summary Report (2014-15 – 2015-16)

In accordance with CGS section 10-95k, not later than January 1, 2017, and biennially thereafter, the Connecticut Technical High School System Board shall prepare a summary report concerning the Connecticut Technical High School System and shall submit the report directly to the joint standing committee of the General Assembly having cognizance of matters relating to education.

The Biennial Summary Report (2014-15 – 2015-16) was discussed at the November 10, 2016 Quality and Policy Subcommittee meeting, and the Committee members recommended approval to the CTHSS Board.

Superintendent Torres asked the Board members to review the report with caution because it involves information from 2014-15 & 2015-16. As a result of budget priorities, the CTHSS has taken action to address low enrollment shops including: phasing out fashion, collision repair and new carpentry and hospitality model at Grasso starting this year and deploying staff.

Superintendent Torres highlighted the following points from the report as follows:

On page 2, the report references the Strategic Action Plan, the new Continuum to ensure students are work ready, job ready, career ready and college ready;

On page 3, the report references the implementation of the new Mastery-Based Learning Program for Mathematics and the continued expanded partnerships with the Board of Regents and the Community colleges;

On page 4, the report provides school construction project updates for: Ellis, Wilcox, Whitney and O'Brien. Ellis and Wilcox were completed in 2015, Whitney and O'Brien will have ribbon cuttings planned for the spring of 2017;

On page 5, the report references capacity. Superintendent Torres provided clarification on two key definitions regarding operational capacity and space capacity. She also noted that the CTHSS could add 600 more students if the system had the operational staff and resources;

On Page 6, the report references student diversity. The CTHSS minority population enrollment was 50 percent in 2014-15 and 51% in 2015-16 and remains above the statewide public high school percentage. Special education services were 9 percent in 2014-15 and 9.5 percent in 2015-16 and continue to rise as this year they are in excess of 10 percent; and

On page 7 – the CTHSS served approximately 7 to 9 percent of the high school population in the State of Connecticut.

At the November 10, 2016 Subcommittee meeting on Quality and Policy, it was requested by the Committee members the following recommendations be made to the report as follows:

- On page 3 of the report that Norwalk Community College partnership with Wright Tech be listed. Partnership includes creating a 9-14 program leading to an Associate Degree and/or additional credits from the school;

- A footnote be added to the enrolment section of the report indicating maximum enrollment per contract for trade areas (18);
- Note that low enrollment in some areas/classrooms might mean personalized instruction such as Tier 2, Tier, 3, SPED, ELL services; and
- Include on page 8 Graduate Follow-Up Charts by trade.

Discussion followed and Superintendent Torres responded to questions the Board members raised about the Biennial Report including space capacity. Also discussed was graduate follow-up data and action taken to address SAT scores. Each Technical High School has a school improvement plan and strategies are identified for areas in need. Superintendent Torres also spoke about the score cards which are provided quarterly to all Principals. The data includes mathematics, language arts scores, PE scores, teacher’s attendance, inventory, etc. Every quarter when the principal’s meet, this data is reviewed with them. It was requested the topic of space capacity and graduate follow-up data be brought to the Outreach and Finance Subcommittee meeting at their January 17, 2017 meeting. Commissioner Smith requested that the post-graduate data be disaggregated by areas to offer further detail. Superintendent Torres indicated that she would place this item on a future Outreach and Finance agenda.

A motion was called at this time.

Ms. Keavney moved, Commissioner Smith seconded, that the THSS Board pursuant to Section 10-95k of the Connecticut General Statutes, approves the Biennial Summary Report for 2014-15 and 2015-16, with the following recommended changes:

- On page 3 of the report that Norwalk Community College partnership with Wright Tech be listed. Partnership includes creating a 9-14 program leading to an Associate Degree and/or additional credits from the school;
- A footnote be added to the enrolment section of the report indicating maximum enrollment per contract for trade areas (18);
- Note that low enrollment in some areas/classrooms might mean personalized instruction such as Tier 2, Tier, 3, SPED, ELL services; and
- Include on page 8 Graduate Follow-Up Charts by trade.

and directs the Superintendent to take the necessary action.

Vote:	In Favor:	Trefry, Keavney, Barrasso, De Filippis, Eichstaedt, Jackson, Smith
	Opposed:	0
	Abstained:	0
	Absent:	Chiarella, DiPentima, Hoecklin, Walker

Motion carried unanimously.

This report will be submitted directly to the joint standing committee of the General Assembly having cognizance of matters relating to education.

A copy of the Biennial Summary Report (2014-15 – 2015-16) is included in the official file of this meeting.

B. Data Privacy

The Student Data Privacy Policy was discussed at the November 10, 2016 Quality and Policy Subcommittee meeting, and the Committee members recommended approval to the CTHSS Board.

Superintendent Torres introduced Mr. Joe Campbell, CTHSS Technology Education Consultant to the Board members. Mr. Campbell was asked to explain the data privacy law at the state level and what this means for the CTHSS. Mr. Campbell was asked to explain what the Board’s action needs to be as a result of this statute.

Public Act No. 16-189 – An Act Concerning Student Data Privacy was enacted on October 1, 2016. Effective October 1, 2016, and applicable to contract amended or renewed on or after said date) (a) On and after October 1, 2016, a local or regional board of education shall enter into a written contract with a contractor any time such local or regional board of education shares or provides access to student information, student records or student – generated content with such contractor.

Mr. Campbell presented the District’s policy on Data Privacy and the security agreement. He explained that every vendor the CTHSS does business with must agree to sign a contract. The Data and Privacy page is currently on the CTHSS website along with a listing of vendors the CTHSS has privacy agreements with. Mr. Campbell explained what student records mean in the data world. In terms of the policy, Superintendent Torres clarified that the CTHSS role and the Board’s role is to safeguard these records to ensure the district has a policy in place which delineates the roles and responsibilities that are guarding the records and timelines and expectations in the event of a security breach. Mr. Campbell explained that during the first six months of the law, there will be a legislative review of the impact of the law and there may be revisions to the policy.

Discussion followed and Mr. Campbell responded to questions the Board members raised on the policy including: cyber security requirements, and compliance period, the creation of master privacy agreements for with the state, Superintendent Torres reminded the Board members that Mr. Campbell has been working very closely with the SDE Legal department regarding this data privacy policy.

A motion was called at this time.

Commissioner Jackson moved, Ms. Eichstaedt seconded, that the CTHSS Board pursuant to Public Act No. 16-189 of the Connecticut General Statutes, approves the CTHSS Student Data Privacy Policy and directs the Superintendent to take the necessary action.

Vote:	In Favor:	Trefry, Keavney, Barrasso, De Filippis, Eichstaedt, Jackson, Smith
	Opposed:	0
	Abstained:	0
	Absent:	Chiarella, DiPentima, Hoecklin, Walker

Motion carried unanimously.

A copy of the CTHSS Data Policy and Security Agreement is included in the official file of this meeting.

VII. Items for Discussion

A. Budget Update

Superintendent Torres provided an update on latest information impacting the district’s operating budget for fiscal year 2016-17.

The district continues to pursue the refill of critical instructional and operational positions.

The latest projections assume that 28 full-time positions approved for refill by the Office of Policy and Management (OPM) will be filled by November 25, 2016. The fiscal year 2016-17 revised budget is

\$158,466,509. Looking at the total projected costs, there is a difference of \$408,292,000. Two things to consider. The district is temporarily financing a number of infrastructure repairs and winter preparations. The CTHSS has not been able to be placed on the bond commission agenda and continues to pursue an allocation of \$2,575,000 for various infrastructure repairs. A number of repairs will need to be temporarily financed from the operating budget to ensure repairs. In terms of vacancies, the count changes day by day. The Superintendent continues to advocate for the refill of positions. Superintendent Torres is in the process of working with the Office of Policy and Management to guide the CTHSS through the Lean process.

B. CTHSS Student Profile: Work-based Learning (WBL) Success

Goal #1 (Enhanced Employer Engagement and Alignment with Industry Needs) Partner with business and industry to develop career technical education programs that provide CTHSS students with the skills and work habits to be successful in a dynamic 21st Century work environment.

At the last Board meeting, a question was raised as to whether or not Board members would be receiving updates on the indicators in the student profile. Superintendent Torres introduced Ms. Heidi Griffen, Education Consultant and Mr. Robert Sartoris Principal of Howell Cheney Technical High School to the Board members who provided the Board their first update on the indicators in the student profile continuum. Ms. Griffen shared with the Board members an overview of work-based learning at the district level, and how the CTHSS is doing with the numbers. Ms. Griffen provided a handout of work-based learning locations in the district where juniors and seniors can work during their shop cycle. Ms. Griffen also provided an overview (over a three year period) on the success of work-based learning in the district. Mr. Sartoris shared success stories of Cheney Tech and why Cheney Tech had the highest work based learning numbers in the district. Last year Cheney Tech won the district's WBL award. There were 85 WBL students and 98 WBL placements overall.

Discussion included: the relationships between the programs and the employers, keeping up with the needs, changing technology, etc. It was requested that WBL be placed on the spring agenda to determine progress and overall goals for the program. A copy of the PowerPoint presentation and handout of the work-based learning locations are included in the official file of this meeting.

C. CTHSS Board Goal: Create the Public Will to Succeed

At the October 16, 2016 CTHSS Board meeting, Board members engaged in a conversation on how the board can be advocates for the system and impact public will. It was agreed moving forward that the Outreach and Finance Subcommittee will explore ways to create a value added report for the CTHSS and work with the Connecticut Business and Industry Association (CBIA). The CTHSS will work with CBIA to learn how to position themselves as a District in terms of value to the state's economy and how to create a workforce connection in a dynamic economy within the State of Connecticut, how to create awareness for the CTHSS and how employers can continue to seek CTHSS' students as they fill their pipeline.

On November 15, 2016, the Outreach and Finance Subcommittee met with CBIA Executive Director Ms. Andrea Comer. Superintendent Torres provided an update to the Board members of that meeting. The Committee members engaged in a very productive dialogue with Ms. Comer and brainstormed ideas. Ms. Comer spent a significant amount of time stressing the importance of the CTHSS re-branding and marketing itself differently. Ms. Comer also spoke about an editorial CBIA published in support of technical education in light of the emerging needs of Connecticut's manufacturing industry.

Superintendent Torres also shared that the Committee members arrived at the following next steps for the CTHSS:

1. Use CBIA as a resource to generate a members list (by regions) of business/industry partners that can support CTHSS strategic efforts;

2. Highlight student success stories;
3. Conduct business outreach for placement of work-based learning students and CTHSS graduates;
4. Connect with Mr. Patrick Flaherty, Economist for the CT Department of Labor, and a representative from DECD on future trends and projections;
5. Promote pathways with the Community Colleges. Help both parents and students understand that technical education is not the end but a starting point;
6. Continue marketing and outreach efforts with Alumni and continue to rebrand the CTHSS;
7. Create more opportunities to connect with local legislators to ensure they know about the CTHSS and programs offered. Host a legislative dinner before the start of the next legislative session.
8. Reach out to Community Colleges, i.e. Housatonic CC and Asnuntuck CC, to capitalize on their relationship with Pratt and Whitney and Sikorsky.
9. Create talking points about the CTHSS for the Board and Business and Industry partners.

Superintendent Torres shared with the Board members a number of brochures including workforce brochures, social media cards, list of partners, and a primer card of key concepts about the District. Superintendent Torres also shared alumnae posters of notable people who attended the CTHSS. The CTHSS is in the process of launching these posters.

Superintendent Torres noted that all of the CTHSS marketing efforts are aligned with Foundational Imperative Number 8 of the CTHSS Strategic Action Plan, Goal 1 and 3.2, Foundational Imperative Number 14, Goal 3.1 and are listed below:

- Foundational Imperative #8 - The CTHSS will be aligned with and responsive to the needs of employers and the economic development priorities of the state through the development of corporate partnerships.
- Goal #1 (Enhanced Employer Engagement and Alignment with Industry Needs) Partner with business and industry to develop career technical education programs that provide CTHSS students with the skills and work habits to be successful in a dynamic 21st Century work environment.
- Goal # 3 (Flexibility, Responsiveness and Innovation) Transform the CTHSS with innovative program designs that are responsive to Connecticut's workforce needs, thus positioning the system as a leading force in career technical education.
- Goal #3.2 - Present the CTHSS as the pipeline for workforce development in the state. Establish a public relations and marketing campaign highlighting CTHSS accomplishments and core mission. Use social media as a platform to establish communication with business/industry as a forum to expand partnerships with job services.

- Foundational Imperative #14 - The CTHSS will increase its visibility and be recognized nationally and internationally for its high-quality and innovative programs, along with its outstanding graduates. Relationships will be established locally, regionally, nationally and globally with employers, governmental agencies and other partners.
- Goal #3.1 - Position the CTHSS as a leading force in career technical education. Partner with career networks and national organizations that promote a vision for the United States as a global competitor. Increase district leadership participation in national conferences and organizations.

Superintendent Torres also shared that as a state agency who is trying to re-brand and market itself, the CTHSS focuses all marketing and outreach efforts on student outcomes and successes. She acknowledged that there is still much to be done with regards to the Board's charge in this area.

Discussion included: A.I. Prince THS hosting a legislative open house; tying in the Strategic Action Plan with Item Number 4, when connecting with DOL, Mr. Patrick Flaherty; the top three growing fields in Connecticut, IST, health care and manufacturing; and coming up with a card of three things for Board Members to share about the CTHSS.

VIII. Report of the Chair

Discussion occurred under Item VII.C. CTHSS Board Goal: Create the Public Will to Succeed

IX. Committee Reports

A. Quality and Policy

The Quality and Policy subcommittee met on November 10, 2016 and discussed the Biennial Summary Report (2014-15 – 2015-16) and Student Data Privacy Policy and recommended approval of both reports to the CTHSS Board for their approval. The Committee members also continued discussion on the SAT data.

B. Outreach and Finance

The Outreach and Finance subcommittee met on November 15, 2016, just prior to today's Board meeting. The Committee members engaged in a conversation with CBIA, Executive Director Ms. Andrea Comer on how the board could be advocates for the system and impact public will. The Committee members arrived at next steps for the CTHSS which Superintendent Torres shared under Item VII.C. Create the Public Will to Succeed.

X. Public Participation

There was no public participation.

XI. Adjourn

The CTHSS Board adjourned its meeting at 3:20.

Diane Curtis

Prepared by:

Diane M. Curtis, Administrative Assistant
Connecticut Technical High School System