

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM BOARD

**Minutes of Meeting
August 22, 2017**

Pursuant to notice filed with the Secretary of State, the Connecticut Technical High School System Board (hereafter "Board") met on August 22, 2017 at 39 Woodland Street, Hartford, 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
Dr. Daisy Cocco De Filippis
Ms. Karen Eichstaedt
Mr. Peter Hoecklin
Commissioner Scott Jackson
Commissioner Catherine Smith

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

Mr. Trefry welcomed the Board Members and staff and announced that there will be a meeting of the Superintendent Search Committee immediately following today's meeting. Commissioner Jackson has agreed to chair the Outreach and Finance Subcommittee which will meet just prior to the CTHSS Board meetings and the Quality and Policy will continue their previous schedule of monthly meetings.

II. Public Participation

III. Consent Agenda

A. Consideration of Minutes

The board voted unanimously that the minutes of the June 20, 2017 CTHSS Board meeting be approved.

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

Motion carried unanimously.

IV. Executive Session

The Board did not go into executive session.

V. Items Requiring Action

A. Tuition for Aviation Maintenance Technician Schools

Interim Superintendent Wihbey introduced Mr. James Chasse and Mr. David Kapitulik to the Board members. The Connecticut Technical High School System is requesting the Board to consider a continuation in the current tuition rate for new students enrolling in the program.

The Connecticut Technical High School System (CTHSS) currently operates two (2) aviation maintenance technician programs. The Stratford School for Aviation Maintenance Technicians is located on the grounds of Sikorsky Memorial Airport in Stratford, CT and serves approximately 50 adult students. The Connecticut Aero Tech School is located on the grounds of Brainard Airport in Hartford, CT and also serves approximately 50 adult students.

Mr. Chasse and Mr. Kapitulik reviewed with the Board the summary included in their packets. They provided an overview of the program staffing and cost analysis, the program calendar, student funding options, and the current tuition rate. Based on the latest Executive Order Resource Allocation Plan, the district operating budget can continue to support the funding of these instructional positions and building operating costs from the general fund.

Once a biennial budget for fiscal years 2017-18 and 2018-19 is approved, further analysis of the continued funding of these positions from the district's general fund budget will be required.

Mr. Wihbey provided an update on the Pell Grant status. He is currently working with the US Department of Education and has a meeting scheduled on August 23, 2017 with their representative. Mr. Wihbey will continue to keep the Board updated.

The Board members reviewed different tuition rate options and the capacity of the program. They also discussed some long term ideas that were referred to the Outreach and Finance Subcommittee for further discussion. After further discussion, the Board members agreed that the current tuition rate of \$6,576 is too low and that the CTHSS should look at gradually raising the rate every couple years. They agreed that the tuition rate should increase by 10 percent which would be rounded to \$7,200 for the new cohort that begins in December 2017.

A motion was called at this time.

Commissioner Smith moved, Commissioner Jackson seconded, that the CTHSS Board approves the increase of the Aviation Maintenance Technician program's operating tuition rate from \$6,576 to \$7,200 payable over three installments for the Aviation Maintenance Technician Program effective for the new cohort scheduled to begin in December 2017 and directs the Interim Superintendent to take the necessary action.

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

Motion carried unanimously.

The Outreach and Finance Subcommittee will come back to the Board with a proposed plan to increase the tuition rate over time to better align the tuition rate with actual operating costs while also considering competitive rates.

A copy of the Executive Summary entitled “Continuation of Current Tuition Rate for the Aviation Maintenance Technician Program” is included in the official file of this meeting.

VI. Report of the Interim Superintendent of Schools

Items for Discussion

A. Summary of Legislation Passed

Interim Superintendent Wihbey introduced Ms. Beatrice Tinty, CTHSS Education Consultant to the Board members. Ms. Tinty provided a summary and recommended action of the Education Legislation enacted in the 2017 Regular Session of the CT General Assembly calling specific focus to the act concerning services for gifted and talented students (PA 17-82); the act establishing a division of postsecondary education programs within the technical high school system (PA 17-100), and the act concerning Education mandate relief (PA 17-220). Ms. Tinty also informed the Board members the review of the admissions policy has begun. This requirement falls under the establishment of the technical high school system as an independent agency (PA 17-237). Ms. Tinty pointed out that there are many actions that the CTHSS is considering related to the admission policies.

It was agreed this topic be brought back for discussion at a future board meeting (after the budget is passed).

A copy of the report entitled, “Summary of Education-Related Legislation Enacted in the 2017 Regular Session of the Connecticut General Assembly” is included in the official file of this meeting.

B. Expenditure & Revenue Reports

Interim Superintendent Wihbey introduced CTHSS Education Consultant, Mr. Chasse to the Board members who provided a report on CTHSS Expenditures and Revenues. Mr. Wihbey welcomed the Board members feedback on items they would like to see on a month-to-month basis.

Mr. Chasse provided an update on the latest information impacting the district’s operating budget for fiscal year 2017-18. The State continues to operate under an Executive Order Resource Allocation Plan which provides the district a temporary annual general fund operating budget of \$156.7MM for the current fiscal year (FY 2017-18) which began on July 1, 2017. Mr. Chasse summarized the temporary operating budget by

primary cost center. The payroll budget of approximately \$136.1MM includes funding for full-time (\$117.9MM), part-time (\$15.2MM) and other payroll costs (i.e. separation costs, overtime and longevity).

Given the temporary nature of the Resource Allocation Plan, each school has been allocated \$50,000 to begin the procurement of critical and essential supplies and services. In addition, the district has processed critical textbook replacement orders and critical inspection and repair services required by state and school building codes (i.e. fire extinguisher, emergency lighting, and elevators) have commenced.

Mr. Chasse provided a break-down by school of the 2017-18 fiscal year school-based budgets. He also provided a vacancy analysis and that the district's vacancy count is very fluid given the lack of a state budget coupled with the recently completed SEBAC and state employee collective bargaining contract negotiations. The district's current vacancy rate is based on 1,592 authorized full-time general fund positions is approximately 13.6%.

The Board members engaged in an in-depth discussion on position refill delays and the hiring steps. It was suggested that the CTHSS put together an ideal streamlining process as it relates to the hiring and filling instructional positions for review by the Subcommittee on Quality and Policy and then to the CTHSS Board to endorse. It was suggested the CTHSS match the process similar to the Local Education Agencies in order to be competitive. The Board members shared ideas that would be included in the recommended report. Mr. Trefry requested the Board members make some calls to the Office of Policy and Management with regards to the movement of positions.

A copy of the Expenditure and Revenue Report is included in the official file of this meeting.

C. Admissions Policy Review/English Language Learner (EL) Enrollment

Admissions Policy Review

Interim Superintendent Jeffrey Wihbey introduced CTHSS Education Consultants Ms. Cynthia Mischel, Ms. Beatrice Tinty, and Dr. Laura Vega to the Board members who provided a PowerPoint Presentation on the Admissions Policy and English Language Learners (ELL) Enrollment. This PowerPoint was presented at the Subcommittee Meeting that met just prior to today's meeting.

Ms. Mischel began the presentation. For the students that the CTHSS is recruiting for, the assessment report has changed. At the recommendation of SDE Commissioner Dianna Wentzell, the CTHSS will be using the Smarter Balanced assessment from the sending schools instead of the STAR which is more supportive of diverse populations. Requested revisions to the admissions policy are as follows highlighted in bold:

II. Application Requirements – Ninth Grade

Each applicant must submit:

1. A transcript of previous and current grade; Points to be determined
2. **Most recent state assessment report; Points to be determined**
3. A record of previous and current year attendance; Points to be determined

4. A written statement by the applicant regarding **interest** in attending a technical high school; Points to be determined

A motion was called at this time.

Commissioner Smith moved, Ms. Keavney seconded, that the CTHSS Board approves the changes **in bold** to the CTHSS Admissions Policy under Application Requirements as follows:

II. Application Requirements – Ninth Grade

Each applicant must submit:

1. A transcript of previous and current grade; Points to be determined
2. **Most recent state assessment report; Points to be determined**
3. A record of previous and current year attendance; Points to be determined
4. A written statement by the applicant regarding **interest** in attending a technical high school; Points to be determined

and directs the Interim Superintendent to take the necessary action.

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

Motion carried unanimously.

English Language Learner (EL) Enrollment

Ms. Mischel shared that the CTHSS is in the process of improving recruitment of English Learners to ensure applicants are representative of the region being served. Ms. Mischel explained the role of the admissions advisory committee (ACC) in selecting a diverse class which includes EL students. . Although the CTHSS invites a representative number of EL applicants to attend, they choose not to attend. The CTHSS is focusing their efforts to improve the number of EL students who decide to attend. The CTHSS currently has a diverse group of students but needs to work on finding out why ELL students are not coming to the CTHSS.

Ms. Mischel shared the strategies that will be implemented to improve the number of EL students who choose to attend a Technical High School.

Dr. Vega shared the supports the CTHSS utilizes for EL students. Students will remain in a bilingual program for 30 months (3 years). Dr. Vega explained that if after 30 months the students have still have not met the requirements of the state, they will transition to services provided to them until meeting passing exiting state requirements. Dr. Vega also explained the various services the CTHSS District provides to EL students. Dr. Vega shared with the Board members, information about a new pilot writing initiative that will be launched at Norwich and Eli Whitney Technical High schools in connection with

Science and two trades—hairdressing and culinary that will benefit all CTHSS students including EL students utilizing a digital web writing program called, “My Access”. During the five year pilot, the CTHSS will bring on board more schools.

The Board members engaged in a discussion and shared ideas on recruiting.

A copy of the Admissions Policy Review/English Learner Enrollment PowerPoint presentation is included in the official file of this meeting.

Grasso Tech, Electric Boat Work Together to Launch Welding Program

Interim Superintendent Wihbey shared a news story about Grasso Tech’s Partnership with Electric Boat regarding the launch of the welding program. A copy of the story in detail is included in the Board’s packet and official file of this meeting

Green Step Students Tour Net Zero Energy Homes

Interim Superintendent Wihbey shared a story about Norwich Tech student’s tour of a net zero energy home in Stonington, CT. A copy of the article is included in the Board’s packet and official file of this meeting.

VII. Report of the Chair

Mr. Trefry shared his report under Section I. **Call to Order.**

VIII. Committee Reports

A. Quality and Policy

The Quality and Policy Subcommittee met on August 22, 2017 just prior to today’s CTHSS Board meeting. The committee had a discussion on the Admissions Policy Review/English Language Learners Enrollment and discussed Attendance Strategies. Due to time constraints, Ms. Keavney will provide an update on the Attendance Strategies at the next Board meeting.

IX. Public Participation

There was no public participation.

X. Adjourn

The CTHSS Board adjourned its meeting at 2:56 PM

Prepared by: *Diane Curtis*
Diane M. Curtis, Administrative Assistant
Connecticut Technical High School System