

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM BOARD

Minutes of Meeting September 20, 2016

Pursuant to notice filed with the Secretary of State, the Connecticut Technical High School System Board (hereafter "Board") met on September 20, 2016 at W.F. Kaynor Technical High School, 43 Tompkins Street, Waterbury, 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
Mr. Fitz Walker

Absent: Mr. Chris DiPentima
Commissioner Catherine Smith
Mr. Peter Hoecklin

Mr. Trefry thanked Mr. Telesca for hosting today's meeting. Mr. Telesca welcomed the Board members and guests and introduced two students, Lougina Legeme, a Senior Health Technology Major and Gabriel Pena, a Senior Plumbing Major to the Board members.

II. Public Participation

1. Anne Simko, Eli Whitney THS LPN Department Head spoke to the Board in advocacy of the LPN Program and its continuation.
2. Julie Marzano, W.F. Kaynor THS LPN Instructor spoke to the Board in advocacy of the LPN Program and its continuation.
3. Ms. Deb Detrick, Prince THS LPN Department Head signed up for public participation but did not wish to speak to the board.

Handouts were provided to the Board members including testimonies from former students on how their lives were impacted by the LPN program. A copy of this testimony is included in the official file of the meeting.

III. Consent Agenda

Mr. Barrasso moved, Commissioner seconded, that the CTHSS Board approve the following consent agenda items: III.A. Consideration of Minutes of the July 8, 2016, August 2, 2016 and August 24, 2016 meetings, III B. Revised Admissions Policy and III.C. CTHSS Legislative Proposal; Schools of Aviation.

A. Consideration of Minutes

Resolved, That the CTHSS Board approve the minutes of the July 8, 2016, August 2, 2016 and August 24, 2016 meetings be approved.

B. Revised Admissions Policy

Resolved, That the CTHSS Board approve the use of an internal literacy and numeracy assessment as part of the admissions process in order to assess an applicant’s literacy and numeracy skills necessary for participation in the CTHSS 9th grade program.

C. CTHSS Legislative Proposal; Schools of Aviation

Resolved, That the CTHSS Board, pursuant to Section 10-95 of the Connecticut General Statutes approval of the following Legislative Proposal for submission to the 2017 Session of the General Assembly:

Sec. 10-95. b. The technical high school system board shall offer full-time, part-time and evening programs in vocational, technical and technological education and training, **including Aviation as a postsecondary program at CT Aero Tech School for Aviation and Stratford School for Aviation.** The board may make regulations controlling the admission of students to any such school. The Commissioner of Education, in accordance with policies established by the board, may appoint and remove members of the staffs of such schools and make rules for the management of and expend the funds provided for the support of such schools. The board may enter into cooperative arrangements with local and regional boards of education, private occupational schools, institutions of higher education, job training agencies and employers in order to provide general education, vocational, technical or technological education or work experience.

VOTE ON

MOTION:	In Favor:	Barrasso, De Filippis, Eichstaedt, Jackson, Keavney-Maruca, Trefry, Walker
	Opposed:	0
	Abstained:	0
	Absent:	DiPentima, Hoecklin, Smith

Motion Carried Unanimously.

A copy of the Minutes, Revised Admissions Policy, the CTHSS Legislative Proposal; and Schools of Aviation reports are included in the official file of this meeting.

IV. Executive Session

The Board did not go into executive session.

V. Report of the Superintendent of Schools

Back to School – 2016-17 School Year

Superintendent Torres reported that the CTHSS had a great opening to the school year including the Schools for Aviation in welcoming 20 students back.

Issues of Social Justice and Cultural Competence

At the June 21, 2016 CTHSS Board meeting, Board members asked that the CTHSS discuss with the Principals how issues of social justice and cultural competence are being addressed. Superintendent Torres has met with the Principal leadership and the following three strategies were agreed upon: Partnering with local agencies, setting a goal with the student support team, and allowing opportunities for students to have a voice. Superintendent Torres also provided each of the principals a

copy of the book entitled "I Am Malala" the girl who stood up for Education and was the winner of the Nobel Peace Prize. This book was provided as a way to address social justice issues.

New Administrators

Superintendent Torres provided the Board with an updated school administrator chart and welcomed the new J.M. Wright Assistant Principal Brian Gilbert.

Diversity Day

On September 15, 2016, the CTHSS celebrated Diversity Day at Howell Cheney Technical High School. There were a number of distinguished panelists including Commissioner Jackson of the Department of Labor, Howard Jenkins, Manager of HR for Electric Boat, Andrea Comer, Executive Director of CBIA, and Dr. Estela Lopez, former Provost of CT State Colleges and University System and SBE member, to name a few. There was great discussion and an opportunity for the CTHSS to position itself at the forefront of dialogue around workforce in the State of CT.

VI. Items Requiring Action

A. CTHSS LPN Programs

The Connecticut Technical High School System is recommending the Board approve the suspension of the following Licensed Practical Nurse programs effective, January 27, 2017:

Bullard-Havens Technical High School
Kaynor Technical High School
Norwich Technical High School
Prince Technical High School
Whitney Technical High School

On July 1, 2011, the United States Department of Education, Office of Postsecondary Education, informed the State of Connecticut that new minimum requirements went into effect concerning oversight and approvals for postsecondary institutions. In order to be eligible to participate in Title IV programs, an institution must be legally authorized by a state to provide a postsecondary education program, and the State must have a process to review and act upon student complaints about that institution. The CTHSS no longer falls within the definition of a postsecondary institution and is not eligible for Pell Grants.

The CTHSS Licensed Practical Nurse program is not self-sufficient with the present tuition rate of \$11,550. In order to be self-sufficient the tuition rate would have to be approximately \$26,000 per student. Presently there are three private technical schools that offer Licensed Practical Nurse programs in the state, with total tuition costs ranging from \$35,000 to \$48,000.

The district currently lacks the appropriate infrastructure (i.e. electronic registration/payments, ability to accept credit/debit cards for tuition payments and participate in other student loan programs), but continues to seek a partnership which would enable the State of Connecticut to leverage previous infrastructure investments in other state educational institutions.

The financial impact to the district's operating budget (\$1.2M annually) and the change in federal regulations regarding Pell Grants has led us to recommend the suspension of the Licensed Practical Nurse programs.

Superintendent Torres stated that all currently enrolled students will complete their program of studies by January 27, 2017. No currently enrolled students will be impacted by this suspension. The CTHSS will work

closely with SDE HR to determine options for teachers in the program. All support staff (clerical) will be reassigned to address critical shortages and needs at other sites.

The CTHSS will continue partnership discussions with the BOR around the feasibility of these programs. The programs are suspended and not closed to allow for a possible transfer of sponsorship to the BOR (per recommendation from the State Nursing Board of Examiners). The Superintendent will revisit the suspension with the CTHSS Board and determine if a permanent closure or other action is needed once conversations with the BOR have concluded and contingent on the district's fiscal outlook.

Discussion included the changing dynamics of home health care and the need to regulate and set standards of care delivered to homes. Commissioner Jackson commented that there is an emerging market for skilled workers who are credentialed to meet a baseline standard.

A motion was called at this time.

Mr. Barrasso moved, Dr. De Filippis seconded, that the State Connecticut Technical High School System Board approves the suspension of the following adult health program: Licensed Practice Nurse Program.

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

and directs the Superintendent of Schools to take the necessary action.

A copy of the Suspension of the Licensed Practical Nurse Programs Executive Summary is included in the official file of this meeting.

VII. Items for Discussion

A. SkillsUSA Recognition

Superintendent Torres introduced Ms. Heidi Griffen, Education Consultant, to the Board members. Ms. Griffen provided an overview of the SkillsUSA competition results. Ms. Griffen introduced students who won medals at this year's SkillsUSA National Competition held this past summer. Superintendent Torres and the Board recognized the students and parents who were present at the meeting. They were presented a plaque and took a photo with the Board Chairperson, Mr. Trefry, and Superintendent Torres.

Brett Hawran, A.I. Prince Technical High School, Audio Radio Production, Won 1st Place in Audio Radio Production
Jacob Hawran, A.I. Prince Technical High School, Audio Radio Production Won 1st Place in Audio Radio Production
Daria Stifel, Norwich Technical High School, Electrical, Won 1st Place in Electrical Construction
Eric White, W. F. Kaynor Technical High School, Mechanical Design and Engineering, Won 3rd Place in Technical Drafting

The Board members congratulated the students on their accomplishments.

B. Teacher Recognition

Superintendent Torres and the Board recognized the following teachers throughout the district for their significant contributions to the success of their schools and students and their commitment to excellence in their profession:

Henry Abbott Technical High School, William Clark, HVAC D.H.
Bristol Technical Education Center, Joseph Fortuna, Culinary Arts D.H.
Bullard-Havens Technical High School, Sandeep Tibrewal, Mathematics
Howell Cheney Technical High School William Trapp, Mathematics
H.H. Ellis Technical High School Meghan Daigle, Mathematics
E.C. Goodwin Technical High School Dori Kowar, ELL/General Ed. D.H.
Ella T. Grasso Technical High School, Kristopher Paradis, Electrical
W.F. Kaynor Technical High School, Lee Pelletier, Electronics Technology D.H.
Norwich Technical High School, Jaime Miller, Social Worker
Emmett O'Brien Technical High School, Kimberly Adams, Mathematics
Platt Technical High School, David Tuttle, Manufacturing Technology D.H.
A.I. Prince Technical High School, Bethany Follett, English
Vinal Technical High School, Matt Noonan, Physical Education / Health
Eli Whitney Technical High School, Aimee Correa, Hairdressing
H.C. Wilcox Technical High School, Julio Pena, English
Windham Technical High School, Rita Noll, Social Studies
Oliver Wolcott Technical High School, Edward Dwyer, Culinary Arts
J.M. Wright Technical High School, Philip Bodey, Carpentry D.H.

The teachers who were present at the meeting were presented a plaque and took a photo with the board Chairperson, Mr. Trefry, and Superintendent Torres. Special recognition was given to Ms. Aimee Correa, from Eli Whitney Technical High School who was selected as the Teacher of the Year for the District.

The Board members thanked the teachers for all of their hard work and congratulated them on their accomplishments.

C. FY 2016-17 Budget Update

Superintendent Torres introduced Mr. Chasse who 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. Using the latest available financial and human resources data, the projected deficit for fiscal year 2016-17 has been reduced to approximately \$1.0M assuming that 63 full-time general fund positions approved for refill by the Office of Policy and Management (OPM) will be filled during pay period ending September 29, 2016. The latest projections also assume that an additional 39 full-time general fund positions (including two durationals) currently awaiting approval to post will be filled by October 14, 2016.

The fiscal year 2016-17 revised budget is \$158,466,509. The Superintendent remains optimistic that additional financial support may be provided to enable the district to move forward with pending requests for the 39 unauthorized positions. The entire approval, recruiting and hiring process is very fluid and the information on the vacancy count changes on a daily basis. Mr. Chasse provided a breakdown of the current 155 vacancies of which the District is currently pursuing 100 for refill. Contingent on the timely refill of existing vacancies, the district remains approximately \$1.0M short of closing the budget deficit for fiscal year 2016-17, but continues to review all options to further reduce operating costs.

A copy of the Budget Report is included in the official file of this meeting.

III.C. Approval of the Proposed Operating & Capital Budget Request for Fiscal Years 2017-18 and 2018-19

The spirit of Connecticut General Statute (C.G.S.) Section 10-99g requires that the Superintendent submit budget requests to the “technical high school system board.” The board shall review, amend and approve such budget and submit the approved budget to the State Board of Education and the Secretary of the Office of Policy and Management in accordance with the provisions of section 4-77.

Superintendent Torres introduced Mr. James Chasse, Education Consultant to the Committee members who presented the district’s operating and capital budget requests for fiscal years 2017-18 and 2018-19 consisting of a baseline budget request, expansion options, reduction options, and the capital budget request and capital equipment purchase fund (CEPF) request. This request is in alignment to the strategic plan needs and constitutes the legislative package. Mr. Chasse explained these five sections of the budget request to the Committee members.

The Superintendent’s baseline budget request is projected to be \$163,660,980 for FY 2018 and \$163,710,718 for FY 2019.

As identified in the CTHSS Strategic Action Plan for 2014-2017, the district planned to expand the availability of educational opportunities by introducing several new instructional programs.

The Superintendent’s expansion request for 2017-18 and 2018-19 requests a total of 11 new positions estimated at an additional cost of \$489,000.

The cost of these proposals represents an increase of .3% over the projected Baseline Budget for FY 2018 and .4% increase over the projected Baseline Budget for FY 2019.

OPM requested that all agencies also submit a ten percent (10%) reduction plan in each year of the biennium. Applying the ten percent (10%) to the Baseline Budgets for FY 2018 and FY 2019 would result in total reductions of approximately \$16.4M beginning for the 2017-18 school year. Among the reductions that would have to be considered include but are not limited to the following (estimated cost savings included):

- Suspension of all athletics programs – (\$3.0M);
- Savings from the continued suspension of the Licensed Practical Nurse programs – (\$1.2M);
- Transfer of instructional costs from the Aviation Maintenance programs from the Operating Budget (General Fund) to the Extension Fund (subject to the implementation of a self-sufficient tuition rate) - \$600,000; and
- Continued reduction in overtime expenses (subject to approval to fill existing maintenance positions) - \$200,000.

If the district were forced to consider the closure or suspension of operations of a school, C.G.S. Sec. 10-95o provides specific requirements that must be met (i.e. public hearing, development of a comprehensive plan).

Mr. Chasse updated the Board regarding the Capital budget request which mirrors the amounts contained in the Rolling Capital Plan. He also provided an update on the District’s current capital budget and current status and the Superintendent’s capital budget request for 2017-18 and 2018-19 Plan.

The Superintendent’s request identifies the need for \$12 Million in each year of the biennium. The budget package also includes a request for \$500,000 for each year of the biennium for capital equipment.

Upon the CTHSS Board's approval, this budget package will be forwarded to the State Board of Education and the Secretary of the Office of Policy and Management (OPM) for consideration.

A motion was called at this time.

Ms. Keavney moved, Commissioner Jackson seconded that the CTHSS Board approve the Proposed Operating & Capital Budget Request for Fiscal Years 2017-18 and 2018-19 as recommended by the Outreach and Finance Subcommittee.

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

and directs the Superintendent of Schools to take the necessary action.

Motion carried unanimously.

D. Strategic Action Planning

Superintendent Torres reviewed the 2015-16 Strategic Plan Annual Report with the Board members.

Superintendent Torres shared some highlights of the plan calling specific attention to the following pages:

- On page three entitled, "OUR STRATEGIC PLAN *in Action*", each of the Strategic Plan Goals have been aligned with a focus area;
- On page four, which included a summary of success stats including graduation rate, reading scores, mastery based learning model for mathematics, and some the accolades the CTHSS has received from the US News and World Report, and the 2015-16 School of Distinction to the National Network of Partnership Schools at John Hopkins University;
- On page 16, Superintendent Torres spoke to the manufacturing stats, a huge area of need at the state level. Since 2009, 2300 students have been trained in manufacturing 23 of which are females. Grasso Tech revamped welding shop opened in 2016 and Bullard-Havens Tech re-opened their Precision Machining program for the 2015-16 school year;
- On page 17, Superintendent Torres shared the work-based learning success, one of the Board's charge and increasing the work-based learning numbers from 457 back in 2013 to 673 students last year. Howell Cheney was recognized for having the highest numbers; and on
- On page 22, Superintendent Torres shared the 1:1 deployment of Chromebooks. Kaynor Tech was the pilot school for using Google Classroom. Superintendent Torres commended Mr. Telesca for his leadership.

Superintendent Torres stated that the CTHSS continues to refine the metrics to gauge student's success. At the September 9, 2016 meeting on Quality and Policy, the Committee members were provided an overview of the CTHSS recommended model for the Career Readiness Continuum adapted from David T. Conley's Readiness Continuum Model.

The proposed Career Readiness Continuum includes work ready, job ready, college ready and career ready indicators aligned with representative data to determine a student's academic career growth throughout the four years. The three year CTHSS Strategic Plan focuses on creating CTHSS students that are life ready. The Board has charged the CTHSS to come up with realistic metrics to evaluate student readiness for college and/or career. Superintendent Torres reported that this topic was researched over the summer by Dr. St. Onge. Part of Dr. St. Onge's work was to do a crosswalk between the indicators in the new state accountability report card and the requisites or the expectations the CTHSS has of students. In creating the profile, special attention was given to the outcomes of CTHSS students as these are different from a comprehensive high school program.

Superintendent Torres introduced Dr. Barbara St. Onge, Education Consultant and School Improvement Specialist and expert on college and career readiness to the Board members.

Dr. St. Onge walked the Board members through her work developed in terms of a CTHSS student profile. Dr. St. Onge provided an overview of the CTHSS recommended model for the Career Readiness Continuum adapted from David T. Conley's Readiness Continuum Model.

At the September 9, 2016 Quality and Policy Subcommittee meeting the following recommendations were made and were incorporated into this model:

- Incorporate a clear definition of life ready to include: community service, professionalism, and ethics
- Clarify stackable credentials and possibly explore as a graduation requirement
- Continue the conversation to determine how to profile each student's progress

Discussion included: The goal, is we can clearly articulate what a technical high school diploma means, what does it stand for, the next steps, etc.

Upon the Board's review of the 2015-16 Strategic Action Plan Annual Report, the Superintendent plans to roll the out to the Principal Leadership and Home Office Council. The Board members thanked Superintendent Torres and Dr. St. Onge for all of their hard work and shared how they are looking forward to the updates on the continued progress.

A copy of the draft Strategic Plan Annual Report 2015-16 and the CTHSS Student Profile Diagram is included in the official file of this meeting.

VIII. Report of the Chair

There was no report of the Chair; however, a suggestion was made that a SBE Update agenda item be added to some future agendas.

IX. Committee Reports

A. Quality and Policy

The Quality and Policy Subcommittee met on September 9, 2016. The Committee members recommended approval of the revised CTHSS Admissions Policy and the 2017 CTHSS Legislative Proposal for the Schools of Aviation. The Committee also received an overview of the CTHSS recommended model for the Career Readiness Continuum adapted from David T. Conley's Readiness Continuum Model.

B. Outreach and Finance

The Outreach and Finance Subcommittee met on September 20, 2016 just prior to today's Board meeting. The Committee members received an update on the budget, recommended approval of the 2017 CTHSS Legislative Proposal for the Schools of Aviation, recommended approval of the suspension of the CTHSS LPN Programs, and

recommended approval of the proposed operating and capital budget request for fiscal years 2017-18-19. Mr. Barrasso thanked Commissioner Jackson on his efforts to pursue federal grant funding to potentially offset a portion of the tuition costs of the aviation program.

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