

CONNECTICUT TECHNICAL EDUCATION & CAREER SYSTEM BOARD

MINUTES OF MEETING – March 27, 2019

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education & Career System Board (hereafter “Board”) met March 27, 2019 at W.F Kaynor Tech., 43 Tompkins Street, Waterbury, CT 06708

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
Ms. Karen Eichstaedt
Ms. LindyLee Gold

Dial-in: Dr. Daisy Cocco De Filippis
Ms. Maura Dunn
Commissioner Kurt Westby

Absent: Mr. Peter Hoecklin
Mr. Fitz Walker
Andrea Comer

II. Public Participation

There was no public participation.

III. Welcome

Superintendent Wihbey welcomed Dr. Hilliard and opened the floor to him and two senior class students. Dr. Hilliard introduced senior students Malorie Henson (Health Technology) and Matheus Silva (Health Technology) who conducted their individual presentations. Brief question and answer session occurred on why they chose Kaynor Tech., what stood out to them about Kaynor Tech. Board members commended their success.

IV. Consent Agenda

Consideration of Minutes of the January 15, 2019 meeting.

Mr. Robert Trefry, Chairperson of the CTECS Board, asked for a motion to accept minutes of the January 15, 2019 meeting, a motion was made by Ms. Patricia Keavney-Maruca, Vice Chairperson, and seconded by Ms. Karen Eichstaedt.

Vote in favor: Dr. Daisy Cocco De Filippis, Ms. Maura Dunn, Commissioner Kurt Westby,
Mr. Robert Trefry, Ms. Patricia Keavney-Maruca, and Ms. Karen Eichstaedt

Opposed: 0

Abstained: Ms. LindyLee Gold

Motion carried.

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V. Executive Session

The Board did not go into executive session.

VI. Items Requiring Action

A. Approval of Trade Reauthorization

The board decided to table agenda item until next month’s meeting in order for Mr. Don Mason to incorporate board recommendations and generate responses for board members’ questions regarding wages, graduation rate within the technology trade.

B. Approval of Production Work Plan

Mr. Robert Trefry, Chairperson of the CTECS Board, asked for a motion to support the Production Work Plan, a motion was made by Ms. Patricia Keavney-Maruca, Vice Chairperson, and seconded by Ms. Karen Eichstaedt.

Vote in favor: Dr. Daisy Cocco De Filippis, Ms. Maura Dunn, Commissioner Kurt Westby,

Mr. Robert Trefry, Ms. Patricia Keavney-Maruca, and Ms. Karen Eichstaedt

Opposed: 0

Abstained: Ms. LindyLee Gold

Motion passed.

C. Approval of Communication Plan: Board Resolution, Media Guidelines, Social Media Guidelines

Mrs. Markey conducted a presentation on the Communication Plan which covered Goal 1: Formalize and prioritize communication efforts across the district, Goal 2: Support school districts recruitment and outreach strategies to increase enrollment and engagement, Goal 3: Developing internal communications strategies that support and inform about the daily work of CTECS Staff, Goal 4: Develop external communication strategies that inform of system successes, plans, and garner greater support of CTECS, and Goal 5: Engage in a district-wide rebranding effort, which addresses the new system name, and creates clearer print and online communication materials better aligned to the CTECS mission.

A PowerPoint Presentation and guidelines are included in the official file of this meeting.

Goal 1 consisted of auditing district wide communication policy and procedures which brought about the drafting of social media guidelines, media guidelines, and the board resolution. Mrs. Markey went over the guidelines with the board.

Mr. Trefry opened the floor for discussion.

Ms. Gold asked for clarification on if crowdfunding through social media platforms was prohibited under the social media guidelines and the reasoning behind its prohibition. Mrs. Markey confirmed such crowdfunding method was prohibited under the proposed social media guidelines as such funding needs to go through a student activity account, which there is no central system currently in place to monitor such funding

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resource. Mr. Wihbey added that prohibiting crowdfunding protects school leaders, teachers, and students. Ms. Gold responded that she believes Facebook and other similar social media platforms have mechanisms to monitor and track donations. She expressed that the prohibition seems antiquated. Mr. Trefry added that having individual funding can spiral out of control. Mr. Wihbey concurred.

Mrs. Markey moved on to explain efforts taken among her office and schools with low enrollment to realize Goal 2: Support school districts recruitment and outreach strategies to increase enrollment and engagement. This goal includes but is not limited to creating parent and alumni engagement strategies.

Mrs. Markey proceed to go over Goal 3: Developing internal communications strategies that support and inform the daily work of CTECS Staff. She emphasized that this goal is an opportunity to build a positive working environment and opportunity to reinforce the mission and vision of the CTECS.

Mrs. Markey moved on to explain the efforts taken to accomplish Goal 4: Develop external communication strategies that inform of system successes, plans, and garner greater support of CTECS. She highlighted the quarterly letter that has a distribution list of 15,000 individuals, the reviving of the CTECS social media platforms with a large number of followers from the community, local businesses, staff and family members, and the relaunch of the CTECS work video with the help from Wright Tech. digital shop; and upcoming development of a communication plan that supports the strategic operating plan.

She concluded her presentation with explaining the actions taken to fulfill Goal 5: Engage in a district-wide rebranding effort which addresses the new system name and creates clearer print and online communication materials better aligned to the CTECS mission. This goal consists of rebranding efforts, updating all print material districtwide, and updating the CTECS website.

Mr. Trefry opened the floor for discussion.

Ms. Gold expressed that ratifying the communication office under the board resolution seemed to be more of an internal decision than a board one. Mr. Trefry added that the board should continue to be informed, but Superintendent Wihbey decides on the action plan. Mr. Wihbey explained that he frequently seeks board support on big decisions such as the Communication Plan that can impact the board. He felt this matter effected the board and was looking for a resolution of support from the board.

Ms. Gold requested for an amendment to be done to Part 1 of the board resolution – adding “at the discretion of the Superintendent” – for purposes of clarity.

Ms. Eichstaedt commended Ms. Markey’s work. Ms. Keavney-Maruca suggested expanding branding efforts to the legislature. Ms. Gold recommended holding a legislative breakfast with student participants to showcase the CTECS to legislators. Dr. De Filippis commented that the

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Mr. Robert Trefry, Chairperson of the CTECS Board, asked for a motion to amend the board resolution, support the Communication Plan, Social Media guidelines, and Media guidelines, a motion was made by Ms. Lindylee Gold and seconded by Ms. Karen Eichstaedt.

Vote in favor: Dr. Daisy Cocco De Filippis, Ms. Maura Dunn, Commissioner Kurt Westby,
Mr. Robert Trefry, Ms. Patricia Keavney-Maruca, Ms. Lindylee Gold,
and Ms. Karen Eichstaedt

Opposed: 0

Abstained: 0

Motion passed.

D. Approval of CTECS Nutrition Plan: Changing Authorized Signer and Withdrawing from 2018-2019 & 2019-2020 Connecticut Healthy Foods Program

Mr. James Mindek introduced himself and notified the board that he was speaking on behalf of the CTECS School Nutrition Unit. Mr. Mindek stated that the items for discussion and vote are housekeeping items to keep daily operations running. He went on to say that many transactions are done to provide students with lunch, which CTECS is then reimbursed by the federal government. In order to continue receiving federal government reimbursement certain records need to be received, completed, and submitted to the federal government. He pointed out that Mr. James Bondi collects the necessary paperwork, and for auditing purposes, Mr. James Chasse approves them. Moreover, while Mr. Wihbey is authorized to approve such documentation, the second authorized signer, Mr. Chasse, is retiring. The School Nutrition Unit is seeking board approval and signature to take off Mr. Chasse to add Assistant Superintendent Robert Cavallaro, who overseeing school nutrition.

Mr. Robert Trefry, Chairperson of the CTECS Board, asked for a motion to approve changing authorized signer, a motion was made by Ms. Lindylee Gold and seconded by Ms. Karen Eichstaedt.

Vote in favor: Dr. Daisy Cocco De Filippis, Ms. Maura Dunn, Commissioner Kurt Westby
Mr. Robert Trefry, Ms. Patricia Keavney-Maruca, Ms. Lindylee Gold,
and Ms. Karen Eichstaedt

Opposed: 0

Abstained: 0

Motion passed.

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Mr. Trefry opened the floor for final statements. Seeing none, moved on to the second item under CTECS Nutrition Plan.

Mr. James Mindek proceeded to explain that due to legislation CTECS is out of compliance with Connecticut Healthy Foods Program. As a result, the unit is seeking board’s approval and signature to withdraw from 2018-2019 & 2019-2020 Connecticut Healthy Foods Program until legislation is changed so CTECS can in compliance and enroll again into the program.

Mr. Trefry opened the floor for discussion.

Seeing none, Mr. Trefry, Chairperson of the CTECS Board, asked for a motion to approve withdraw from 2018-2019 & 2019-2020 Connecticut Healthy Food, a motion was made by Lindylee Gold and seconded by Karen Eichstaedt.

Vote in favor: Dr. Daisy Cocco De Filippis, Ms. Maura Dunn, Commissioner Kurt Westby

Mr. Robert Trefry, Ms. Patricia Keavney-Maruca, Ms. Lindylee Gold,
and Ms. Karen Eichstaedt

Opposed: 0

Abstained: 0

Motion passed.

Mr. Trefry opened the floor for final statements.

Mr. Whibey asked Mr. Mindek to brief the board on the fiscal success of schools participating in the CEP Program. These schools’ lunch program were once in the red. Mr. Mindek explained the purpose of the federal government’s Community Eligibility Program (CEP) and how it helped Title I schools’ lunch program feed all the students, get these schools out of “red”, and will latter generate surplus from the cost-savings. In addition, he stated that the CTECS School Nutrition Unit is looking to expand the program to other eligible schools. He continued to state that the CTECS is looking at approximately \$1million of cost-savings.

Mr. Wiheby added that more students are able to participate in the breakfast program that the CTECS is offering, which helps them academically and in physical education. He stated; Assistant Superintendent Robert Cavallaro can attest to how expanding the breakfast program has helped students all around, particularly in physical education.

Commissioner Westby asked if the lunch program of those schools participating in the CEP Program were funded at a 100 percent level. Mr. Mindek replied yes. Mr. Wihbey stated that 100 percent funding for those schools participating in the CEP program, families do not need to apply for free and reduced lunch anymore, and every student is provided breakfast and lunch. However, Mr. Wihbey expressed that the CTECS needs families to still complete the free and reduced lunch

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forms to continue receiving Title I funding to remain supporting the academic programs in Title I schools. He commended Dr. Menounos for her work on attaining Title I fund.

Mr. Trefry moved on to the next item requiring action.

E. Approval of Grants Accounting Code

Mr. Uccello stated that he is seeking on behalf of the CTECS Grant Unit the board’s approval to obtain a grant accounting code from the Department of Education to receive the Fairfield University Grant, which would benefit Bullard Havens Technical High School, Title IV-A Every Student Succeeds (ESSA) federal grant, and the F.I.T.T. grant, which would benefit Norwich Technical High School.

Mr. Trefry opened the floor for discussion.

Seeing none, Mr. Robert Trefry, Chairperson of the CTECS Board, asked for a motion to allow the CTECS Grant Unit to obtain a grant accounting code for the abovementioned grants, a motion was made by Ms. Patricia Keavney- Maruca, Vice Chairperson, and seconded by Ms. Lindylee Gold.

Vote in favor: Dr. Daisy Cocco De Filippis, Ms. Karen Eichstaedt, Ms. Maura Dunn, Commissioner Kurt Westby, Mr. Robert Trefry, Ms. Patricia Keavney-Maruca, and Ms. Lindylee Gold

Opposed: 0

Abstained: 0

Motion passed.

Mr. Trefry move to the Report of the Superintendent of Schools.

VII. Items for Discussion

Report of the Superintendent of Schools

A. Strategic Operating Plan Update

Superintendent Wihbey gave an update on the status of the drafting of Strategic Operating Plan (SOP) and the school visits where he is soliciting feedback from school faculty and staff on the Strategic Operating Plan to incorporate in the final plan. He stated that goal subcommittee chairs will be presenting on their assigned goals and walking board members through the goal’s strategies.

- **Goal 2** (focuses on outreach to industry) Subcommittee Chair: Mr. Pat Ciarleglio
- **Goal 3** (focuses on partnership with K-12th grade districts and high education institution) Subcommittee Chair: Dr. Nikitoula Menounos.

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Ms. Gold asked if the CTECS ever considered introducing career technical education at an earlier age, like coding summer camps. She also suggested partnering with higher education institutions for students to receive college credits.

As a member of the Foundation Boards for Housatonic, Gateway, and Southern, she is aware that they welcome such partnerships for enrollment and enrichment purposes. Mr. Wihbey stated that various CTECS schools are starting to go that pathway and listed the schools that are currently partnered with higher education institutions. He also highlighted Ella T. Grasso Technical High School’s Welding Program and its partnership with Three Rivers Community College. He continued to state that he intends to expand such partnerships throughout the school districts and to create space for adult programs in pending school construction projects.

- **Goal 4:** Subcommittee Chairs: Mr. James Mindek
- **Goal 5** (focuses on human capital, creating a Talent Management Department) Subcommittee Chairs: Mr. Robert Sartoris and Mr. Joe Uccello

Dr. De Filippis commended Goal 5 subcommittee chairs’ efforts to support faculty and highlighted its importance for retention purpose and the overall success of the institution. Ms. Dunn echoed Dr. De Filippis statements and extended the board’s support to help in the initiative. She also suggested finding ways to incorporate ongoing solicitation of faculty and staff feedback and staff support to limit attrition. Ms. Keavney-Maruca echoed Ms. Dunn; and stressed the importance of supporting first year instructors and creating and carrying out a support system without waiting on the passage of the strategic operating plan. Ms. Keavney-Maruca then asked if Goal 5 subcommittee chairs feel they can meet the set deadlines on the goal’s strategies. Mr. Sartoris responded yes and no, but the key to achieving Goal 5 is to create a Talent Office in Central Office.

Mr. Wihbey added that HR functions are set to transition to the Central Office. Currently the CTECS is funding two HR, recruitment persons, from SDE and hopes to start their transition to the Central Office in the near future.

- **Goal 1** (focuses on cultivating and sustaining safe, effective, and collaborative schools for staff and students) Subcommittee Chairs: Superintendent Wihbey

Mr. Trefry opened the floor for discussion. The board commended the subcommittee chairs for all their hard work.

A PowerPoint Presentation is included in the official file of this meeting.

B. Service Delivery Model Update

Before the presentation, Mr. Wihbey highlighted the importance of creating pathways to providing a more inclusive education as there is more of a need for career technical education. He deferred to Mr. John Murphy, Mr. Brent McCartney. and Mr. Pat Ciarleglio.

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Mr. John Murphy, Mr. Brent McCartney. and Mr. Pat Ciarleglio presented on the Service Delivery Model draft which consists of four additional service model tiers that are intended to expand career technical education opportunities in Connecticut and increase enrollment in low enrollment technical high schools. CTE models are below:

1. Grades 9 through 12 Supported CTE Model
2. Grades 11 and 12 Afternoon CTE Model
3. Adult Programming Models
4. “Shared time” model for middle school students

Ms. Keavney-Maruca asked for clarity on with “Program outcomes would be a modified 9th through 12th grade CTECS curriculum” mentioned under Grades 9 through 12 Supported CTE Model. Mr. Murphy stated that this consisted of modifying a shop’s curriculum to accommodate to latter incoming students.

Mr. Trefry asked for confirmation that pull-out sessions under Grades 11 and 12 Afternoon CTE Model did not conflict with the class schedule of students under the traditional Grades 9 through 12 Model. Mr. Murphy confirmed that they do not.

Ms. Gold asked if the CTECS still running the Career Pathway Tech Collaborative Program in Eli Whitney.

Mr. Murphy stated the CTECS is no longer running that program although it was highly successful. Such program however can fall under one of the service delivery models.

Mr. Trefry asked Mr. Wihbey what goal in the strategic operating plan does this incentive fall under. Mr. Wihbey responded the service deliver model falls under Goal 3 and corresponds to the last strategy. This model goes hand and hand with the strategic operating plan.

Mr. Trefry opened the floor for final statements. Seeing none, moved to “C. Separation Timeline”.

C. Separation Timeline

Mr. Wihbey stated that currently the separation timeline remains the same although Governor Lamont has proposed to delay it by two years, July 2022. Some concerns are with the length of the delay: Mr. Whidbey stated that he would support delaying the separation by a year, but no longer than that. He noted that multiple legislators approached him with the same concern, but that he is only sharing sentiments and not getting in between the matters of the two branches of government.

Mr. Trefry opened the floor for discussion.

Mr. Trefry stated that he would want to see the Human Resource Department fully transitioned, despite the delay in separation in order for the CTECS to operate effectively. Mr. Wihbey concurred.

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Mr. Trefry moved to “Report of the Chair”.

VIII. Report of the Chair

Mr. Trefry gave a brief update on the CTECS board membership appointments. He stated that he provided the Governor’s Office with the current membership status of the CTECS Board and they will be working on filling board vacancies as soon as the Governor fills commissioner and executive positions.

Mr. Trefry also discussed the possibility of modifying the CTECS board meeting schedule to better accommodate members’ schedule. He asked that members provided input to him.

IX. Committee Reports

A. Quality and Policy

The Quality and Policy Subcommittee met on March 27, 2019 just prior to today’s CTECS Board meeting. The committee had a discussion on Trade Reauthorization (Information Cluster, Arts & Visual Cluster, and STEM Cluster 2019 - 2024), vacancy and grants updates, Production Work Plan, additional foreign language graduation requirements, and Regional School Choice Office (RSCO) update.

B. Outreach and Finance

The Outreach and Finance Subcommittee met on met March 27, 2019 just prior to today’s CTECS Board meeting. The committee received an update on the latest Expenditures & Revenue Reports impacting the district’s operating and capital budget for fiscal year 2018-19.

X. Public Participation

There was no public participation.

XI. Adjourn

The CTECS Board adjourned its meeting at 3:00 PM.

Prepared by: Leslie Navarrete
Executive Assistant, Connecticut Technical Education & Career System