

CONNECTICUT TECHNICAL EDUCATION & CAREER SYSTEM BOARD

Minutes of Meeting – October 16, 2018

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education & Career System Board (hereafter “Board”) met on October 16, 2018 at E.C. Goodwin THS, 735, Slater Road, New Britain, CT 06053

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 – on the phone
Ms. Karen Eichstaedt
Ms. Maura Dunn – on the phone
Commissioner Catherine Smith – on the phone
Andrea Comer
Mr. Fitz Walker - on the phone

Absent: Mr. Peter Hoecklin
Commissioner Kurt Westby

II. Public Participation

There was no public participation.

III. Welcome

IV. Consent Agenda

A. Consideration of Minutes

The board voted unanimously that the minutes of the September 18, 2018 CTES Board meeting be approved.

Vote: In Favor: De Filippis, Eichstaedt, Keavney-Maurca, Smith, Trefry, Walker
Opposed: 0
Abstained: 0
Absent: Hoecklin and Westby

Motion carried unanimously.

V. Executive Session

The Board did not go into executive session.

VI. Items Requiring Action

There were no items requiring action.

VII. Items for Discussion

Report of the Superintendent of Schools

A. Expenditures & Revenue Report

Superintendent Wihbey provided an update on the latest information influencing the district's operating budget for fiscal year 2018-19. As we begin the second quarter of 2018-19 fiscal year, current cost projections indicate a projected surplus of approximately \$80,000 in the payroll account based on the current number of OPM-approved positions that are pending completion of the recruitment and hiring process.

A copy of the report on Expenditures & Revenue Reports is included in the official file of this meeting.

B. Strategic Action Plan Update

Superintendent Wihbey informed the Board that Strategic Operating Plan is in a draft form. It contains six goal directions that the Board provided for us. The first meeting of the Strategic Operating Plan Steering Committee brought about a general direction that the committee will take. This was an overall good directional meeting for the group. A follow up meeting will be scheduled soon and we are looking for common dates. Also, during the meeting they identified other members that could be important to participate in the Steering Committee meetings.

Our goal is to come up with a full-blown delivery chain of goals, strategies, timelines and people responsible for the strategic operating plan and hoping to build out for the next 3 to four years. Followed by conducting faculty meetings at the schools to share with the school staff the rough plans and solicited information from the staff. Bring back this information to the Steering committee and formalize the work. Then present to the Board for review and final approval. Timeframe is looking like very late fall or early winter to have a completed Strategic Operating Plan.

Superintendent Wihbey discussed with the board members the six strategic goals from the Board retreat:

1. Put students first to ensure their success. Connect every decision to student success.
2. Recruit, Hire, Develop and Retain Top Talent for Teachers, Administrators, Central Office in a timely and LEAN manner.
3. Partner with Key Regional Employers to develop curriculum, pathways and new opportunities to support student success, business growth and economic activity. Trade authorization process to be well researched.

4. Strengthen relationships with local education agencies and colleges to create clear articulated (guaranteed, innovative) pathways for student opportunity. Superintendent Wihbey commented on his meeting with Dr. De Filippis concerning a welding program at Abbott Tech in connection with Naugatuck Community College.
5. Transition to new agency model through the creation our new school system, which facilitates flexibility, and innovates timely education. Preparing ourselves in the next two years to be a standalone agency. Department of Education to identify what resources we need. State of Education has set aside \$1.8M for our transition and support services which include: fiscal positions, HR positions, Affirmative action positions, payroll positions and legal services.
6. Align/calibrate programs and offerings to meet our Foundational imperatives.

Superintendent Wihbey discussed with the board members the six Strategic Operating Goals and the four imperatives from the Board Retreat on September 11, 2018. These four imperatives were bridged together from our former plan. Those imperatives were #5, #7, #8 and #9.

The board members mentioned to Superintendent Wihbey this was very encouraging and great discussion.

A copy of the working Strategic Action Plan is included in the official file of this meeting.

LEAN Hiring Process Update from Ms. Eichstaedt

Goals are to shrink the days from 180 days to 30-60 days. Automatic refill for all positions, post while the incumbent is still in the position which would save some time, upgrade to electronic versus paper submission of applications, shortening the posting of the positions from two weeks to one week, and amending our transfer policies leaving vacancies. It is suggested to wait until after the election and we are making great progress with our team.

Mr. Uccello mentioned hiring two additional HR associate positions to help with type of transaction would be physically under Karen Zuboff area for about 6 months and then Mr. Wihbey to increase the processing of the personal information to have them on sight.

Ms. Dunn questioned will these positions be Recruitment specialists? Mr. Wihbey informed the board that Commissioner Wentzell has allowed CTECS to hire two Recruitment specialists prior to our transition. The answer to that question is a yes.

With the auto refill we have two layers of recommendations: Good state 180 days to 60 days. Great state 180 days to 21 days for certified staff. In the great state the auto refill would be the main ask for certified staff. Auto refill allows you to shave 60 days off/skip steps and post the position much earlier.

Chairman Trefry commented that during the Steering Committee meeting they had a chance to speak with the unions and OPM. OPM would like to hold off on their decision with auto refill until after the election. Mr. Trefry was requesting from the board to request a meeting to get auto refill in place sooner rather than later. The board agrees with the recommendation to meet with OPM to further this process along.

Expenditures & Revenues Report

Mr. Chasse reported the current cost projections indicate a projected surplus of approximately \$80,000 in the payroll account based on the 57 OPM-approved positions to be filled by October 26, 2018. The additional 86 OPM approved positions to be filled by Thanksgiving would create a \$2.5M deficit by June 20, 2019. Capital budget we will be reaching out to DAS and OPM to get a bond authorization to make critical info structure repairs in our schools. Some of our schools are quickly aging.

Superintendent Wihbey commented that our budget for next year would include figures the filling of our vacancies for the 1st day of school. Well at least 90% of our vacancies for the beginning of the school year.

Chairman Trefry suggested that the board could endorse this proposal. Ms Keavney-Maurca brought this motion to a vote for the board. The board voted unanimously that to support the suggestion that the budget would fill 90% of the vacancies by the first day of school for the 2019-2020 school year.

Vote: In Favor: Eichstaedt, Keavney-Maurca, Smith, Trefry, Walker, Comer
Opposed: 0
Abstained: 0
Absent: Hoecklin and Westby

Motion carried unanimously.

C. Advocacy Agenda – Discussion Legal Director

Superintendent Wihbey announced that a Legal Director is being recruited and hired for the district. DOE is in search of this Legal Director to be hired in the coming months and the function of this person could include Advocacy items. This person also would work with the General Assembly. Three lawyers are to be hired in all. One Legal Director and two Staff Attorneys that also carry function of Advocacy person. Superintendent Wihbey is looking for recommendations, thoughts and suggestions from the Board members on this matter.

Ms. Smith commented it is challenging to know what kind of legal work this person will be required to do. General Assembly work is not a full-time position but is only a few months out of the year. It is hard work during those months but only short lived.

Ms. Eichstaedt also questioned what sort of legal issues that the district deal with? Mr. Wihbey commented that the district deals with contractual issues, labor laws, Special Education laws and student discipline issues. We are looking for a team of Advocacy for the district.

Chairman Trefry and Superintendent Wihbey commented on preparing for the next Legislative session Advocacy ideas for the district. Mr. Wihbey mentioned that we need to have a few tangible asks and a few needs for the district.

The Board members thanked Mr. Wihbey for providing his comprehensive report and congratulated him on a job well done.

VIII. Report of the Chair

Mr. Trefry mentioned that traveling to board meetings can be time consuming and not always convenient for every board member. Having board members on a phone conference is the alternative. Next month we are going to try video conferencing in the board members who cannot be physically at the meeting. This allows us to hear and see absent members.

Committee Reports

A. Quality and Policy

The Quality and Policy Subcommittee met on October 16, 2018 just prior to today's CTECS Board meeting. The committee had a discussion on SAT/CAPT Scores for 2018, Vacancy Update, Substitute Credentials Update, LEAN Hiring Process and the United Way Suicide Prevention Grant at Elle T. Grasso Tech. The Board members are looking forward to further results on the Substitute Credentials Update.

B. Outreach and Finance

The Outreach and Finance Subcommittee met on October 16, 2018 just prior to today's CTECS Board meeting. The Committee did not have a quorum. The committee received an update on the Expenditures & Revenue Reports, CTECS Report on Replacement of School Buses, CTECS Report on School Budgets and CTECS Report of Expenditures by School Results for 2017-18.

IX. Public Participation

There was no public participation.

X. Adjourn

The CTECS Board adjourned its meeting at 3:00 PM

Prepared by: *Karen Faust*

Karen Faust

Connecticut Technical Education & Career System