

CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD
Minutes of Meeting – June 19, 2018

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education and Career System Board (hereafter “Board”) met on June 19, 2018 at Naugatuck Valley Community College 750 Chase Parkway, Waterbury, CT (Founders Hall, Room F101).

I. Call to Order

Mr. Trefry called the meeting to order at 1:30 PM and thanked President De Filippis for hosting today’s meeting.

Present: Robert Trefry, Chairperson
Patricia Keavney-Maruca, Vice Chairperson
Gina Chiarella
Daisy Cocco De Filippis
Karen Eichstaedt
Commissioner Scott Jackson

Absent: Andrea Comer
Peter Hoecklin
Commissioner Catherine Smith
Mr. Fitz Walker

II. Public Participation

There was no public participation.

III. Consent Agenda

Commissioner Jackson moved, Ms. Keavney seconded that the CTECS Board approve the following consent agenda items III.A., Consideration of Minutes of the May 15, 2018 CTECS Board Meeting; and III.B., CTECS 2019 Board Meeting Schedule.

A. Consideration of Minutes of the May 15, 2018 CTECS Board Meeting

RESOLVED, That the CTECS Board approve the minutes of the May 15, 2018 CTECS Board meeting.

B. CTECS 2019 Board Meeting Schedule

RESOLVED, That the CTECS Board approve the 2019 CTECS Board Meeting Schedule

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

Motion carried unanimously.

IV. Executive Session

There was no executive session.

V. Items Requiring Action

A. Rolling Capital Improvement and Capital Equipment Plan for 2019-2021

Superintendent Wihbey introduced CTECS Education Consultant, Mr. Chasse to the Board members who presented on the Rolling Capital Improvement and Capital Equipment Plan 2019-2021.

The CTECS has a statutory obligation to produce an annual Three-Year Rolling Capital Improvement and Capital Equipment Plan and it is recommended that the CTECS Board approve the plan for 2019-21. Subsection (d) of Section 10-95i of the Connecticut General Statutes requires the State Board of Education to annually submit the Connecticut Technical Education and Career System's Rolling Capital Improvement and Capital Equipment Plan to the joint standing committee of the General Assembly. It should also be noted that Public Act 15-189 reduced the reporting period for the Capital Improvement and Capital Equipment Plan from an annual five-year plan to an annual three-year plan.

The purpose of the plan is to identify the facility improvements and equipment (trade and academic equipment/supplies, student transportation vehicles and plant vehicles, and technology) needs of the district.

The district's Operating and Capital Budget Request for 2019-20 and 2020-21 that will be submitted to the Office of Policy and Management (OPM) in the fall of 2018 will reflect the financial needs that evolve from the development of the Strategic Action Plan.

The district has carried over an unallocated bond balance of approximately \$7.2M from previous Capital Budgets. The state's legislatively-approved Capital Budget for FY 2019 includes no new funding for fiscal year 2018-19. Thus, the district's spending plan for fiscal year 2019 uses the remaining unallocated balance.

The Connecticut Technical Education and Career System (CTECS) has identified the need for a total of \$25.2M over the next three (3) years to provide funding for the replacement of trade and academic equipment, technology, vehicles and for infrastructure repairs and enhancements necessary to reduce energy consumption in our twenty facilities. Funding of this plan is critical to maintaining the state's investment in the CTECS and to provide the technology and equipment needed to prepare our students to be college and career ready.

It is recommended that the CTECS Board approve this plan which provides a roadmap for future state capital funding, in support of attractive, safe, and well-maintained facilities and equipment that is up-to-date and conducive to excellence in teaching and learning.

Questions/Discussion included: Commissioner Jackson commented that this item was approved without objection at his Subcommittee on Outreach and Finance that met just prior to today's meeting and pointed out that the administration and the board can maintain flexibility on issues as they arise.

After a discussion, a motion was called to approve the CTECS Rolling Capital Improvement and Capital Equipment Plan for 2019-2021.

Commissioner Jackson moved, Commissioner Jackson seconded, that pursuant to Subsection (d) of Section 10-95i of the Connecticut General Statutes, CTECS Board approve the CTECS Rolling Capital Improvement and Capital

Equipment Plan for 2019 -2021, and directs the Superintendent of Schools to take the necessary action.

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

Motion carried unanimously.

A copy of the Rolling Capital Improvement and Capital Equipment Plan for 2019-21 is included in the official file of this meeting.

B. Board of Regents (BOR) Eastern Workforce Investment Board (EWIB) Partnership with CTECS

Superintendent Wihbey introduced to the Board members:

- Mr. Michael Kozlowski - CT State Colleges and Universities (CSCU) Director of Strategic Initiatives,
- Mr. Bret Jacobson - Three Rivers Community College (TRCC), Workforce Development Manufacturing Pipeline Coordinator; and
- Mr. Mark Vesligaj - TRCC Business & Technologies Department Professor of Engineering Science

They discussed the concept of locating the TRCC’s Advanced Manufacturing and Apprenticeship Center (MAC) at Ella T. Grasso Technical High School, Groton, CT with a PowerPoint presentation. The presentation included an overview of the CSCU Manufacturing programs and the history. The team from TRCC described the regional needs of the Southeast CT manufacturing pipeline and explained the course offerings of the new manufacturing center housed at Grasso. The pipeline courses will be held during the day and evenings at the center. Mr. Kozlowski also explained the approval process for the CSCU board and next steps in the process of establishing the Memorandum of Agreement (MOA) between Grasso Tech and Three Rivers and the creation of the TRCC MAC at Grasso Tech as part of the current renovations.

Questions/Discussion included: Explanation of the mechanics and future opportunity for high school students to participate in the pipeline courses. Superintendent Wihbey is looking into the possibility of adding a precision machining (grades 9-12) shop and is meeting with the Director of Construction services Konstantinos (Kosta) Diamantis. Commissioner Jackson felt it was important to note that EB’s supply chain of manufacturers are not only located in Eastern CT, but in all regions of CT. Moving forward, as these initiatives move across the state, it will be critical to understand and align with the various industries represented by the supply chain companies. Board members agreed that this model should be expanded to include other industries that are critical to the economic development of CT.

After a brief discussion a motion was called at this time.

Ms. Keavney moved, Commissioner Jackson seconded that the CTECS Board, approves establishing a Memorandum of Agreement with Three Rivers Community College (TRCC) and creation of the TRCC Manufacturing & Apprenticeship Center at Ella T. Grasso Technical High School as part of Grasso’s current renovations and directs the Superintendent of Schools to take the necessary action.

The primary focus will be to educate and train prospective and current workers for General Dynamics Electric Boat and its supply chain manufacturers.

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

Motion carried unanimously.

A copy of the Manufacturing Pipeline Partnership is included in the official file of this meeting.

VI. Report of the Superintendent of Schools

Items for Discussion

A. Report of the Districtwide Safety Committee

Superintendent Wihbey reminded Board members, at the March 20, 2018 CTECS Board meeting, in light of the national events that have occurred, he shared that a larger districtwide process was being put in place and a committee was being formed of members represented from State Vocational Federation of Teachers (SVFT), American Federation of School Administrators (AFSA) (S. Butkus), an Education Consultant from P3A (J. Woodmansee) and a School Resource Officer (SRO). He asked the committee to view policies, build protocols and procedures and develop a list of commendations and recommendations before the end of the 2017-18 school-year. Superintendent Wihbey emphasized that school safety has become an urgent matter in student learning.

Superintendent Wihbey introduced Stacy Butkus, Principal, Henry Abbott and John Woodmansee, CTECS Education Consultant to the Board members. Also introduced was Pedro Muniz, School Resource Officer (Abbott).

The following members serve on the Districtwide CTECS Safety Committee:

- Paul Angelucci, SVFT Vice President
- Stacy Butkus, Principal, Henry Abbott Tech
- Eugene DeJesus, B&GPO, Kaynor Tech
- Bob Kenny, Homeland Security, Troop G
- Greg LeBeau, SRO Bullard Havens
- Pedro Muniz, SRO Henry Abbott Tech
- John Woodmansee, Consultant, CTECS

Ms. Butkus gave a PowerPoint presentation on the current security measures taking place at the CTECS including crisis drills, security and safety plan updates, school security visits/audits, security improvements and plans. Ms. Butkus, Mr. Woodmansee and Trooper Muniz walked the Board members through the recommended next steps and what the committee is aiming accomplish such as purchasing of supplies, training, surveillance access, adding cop boxes to every school, etc.

Questions/Discussion included: A question was raised as to why there is not an SRO at each school and what is the cost of an SRO. Currently, CTECS uses Title 1 funds and there are 9 SRO officers and the cost is \$65,000. There are some schools that have SRO officers that are not Title 1 schools where general operating funding would be used. It was asked to explain the difference between a Building and Grounds patrol Officer and a SRO and how is it communicated to other staff when an employee has been dismissed.

Discussion also included surveillance access to the state police allowing them to access schools systems in the event of an emergency. The duties of an SRO was asked to be clarified versus a B&G officer. A question was also asked how much training goes into assessing the social and emotional well-being of students. Superintendent Wihbey informed the Board members that the first line of defense in school safety is the social and emotional health of a building and the ability to triage students. Students are constantly being assessed.

Ms. Keavney and Commissioner Jackson both served on the Sandy Hook Commission and expressed how good it is to see that recommendations are being incorporated in the schools.

The Board members thanked Ms. Butkus, Mr. Woodmansee and Trooper Muniz for their presentation and commended their safety committee on all of their hard work.

A copy of the CTECS Safety Committee dated June 19, 2018 is included in the official file of this meeting.

B. Expenditure & Revenue Reports

Mr. James Chasse, CTECS Education Consultant who provided an update on the latest information impacting the district's operating budget for fiscal years 2017-18 and 2018-19.

He informed the Board as we approach the end of the 2017-18 fiscal year on June 30, 2018, it appears very likely that the CTECS will lapse approximately \$2.0M (or less than two percent of the holdback adjusted payroll budget of approximately \$128.4M) from the district's payroll operating account.

As has been discussed throughout the fiscal year, the projected lapse has largely been achieved due to the large number of unfilled positions and the delayed transfer of staff from the State Department of Education (SDE) to the Connecticut Technical Education and Career System (CTECS) as explained below.

Mr. Chasse summarized the latest available operating budget information by payroll, fuel and utilities, and supplies and services.

The payroll cost projections of approximately \$126.3MM includes funding for full-time (\$108.5MM), part-time (\$14.8MM) and other payroll costs (i.e. separation costs, overtime and longevity - \$3.0MM). It also reflects projected savings from state furlough days. At this time, CTECS believes that the current operating budget for services and supplies will be sufficient to meet project costs.

As previously discussed, the ongoing fiscal challenges are expected to continue during the new fiscal year (FY 2018-19) which begins on July 1, 2018. As the 2018 regular session of the Connecticut General Assembly adjourned on May 9, 2018, the final jointly- approved adjustments to the district's operating budget for fiscal year 2018-19 (see SB 453) mirrors the adjustments originally proposed by the Governor on February 7, 2018.

The CTECS would receive approximately \$1.8M more than was received in its fiscal year 2017-18 operating budget. However, as a result of the SEBAC 2017 agreement, **more than \$5.2M in new payroll costs** will be experienced during fiscal year 2018-19. These new projected costs include:

- \$3.2M for lump sum and/or top step bonuses to qualified employees;
- \$1.0M from the elimination of the three furlough days;
- \$0.7M for advanced degree stipends to qualified teachers/department heads;
- \$0.3M for the July 2018 longevity payments (delayed from April 2018)

The State Department of Education continues to engage in dialogue with leadership from the Office of Policy and Management (OPM) to advocate for additional funding for the projected SEBAC costs. Funding may be made available from the Reserve from Salary Adjustment account at OPM.

It should be noted that the potential exists for further growth in the projected deficit for fiscal year 2018-19 if:

- The district does not maintain its current vacancy rate of approximately 190 full-time positions;
- The normal attrition rate of 3% - 4% is not achieved (which creates turnover savings);
- Any of the employees entitled to the Rowland Settlement opt to separate from state service;

A preliminary analysis has determined that the district's proposed appropriation for FY 2018-19 would have to be increased by an additional \$9.1M in order for the district to fill critical instructional and operational positions thereby reducing the vacancy count down to the 65 positions that have been held vacant for the past two fiscal years.

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

C. Strategic Operating Plan Development

Superintendent Wihbey introduced Mr. Richard Lemons, Executive Director of the Connecticut Center for School Change. The CT Center for School Change partners closely with school districts across CT to assist them in creating policies, practices and structures that support large-scale instructional improvement aimed at reducing gaps and raising achievement for all students.

The CT Center for School Change has been procured as the consultant to assist in the transition of CTECS as an independent agency as well as shepherding CTECS through the strategic operating plan over the next year and provide support.

Mr. Lemons provided a handout entitled "Strategic Planning Process" and walked the Board members through the following charge and major steps in this major process:

CTECS Board Workshop - where organizational goals and expectations for strategic planning process will be clarified;

Analysis of Entry Plan Listening Tour – where themes and patterns from dozens of hours of administrator and staff conversations will be identified;

CTECS Board Workshop where with the board a small number of strategies that support organizational goals will be developed;

Technical High School Leaders Engagement – where a draft plan to administrators will be presented soliciting feedback and refining strategies and goals;

Faculty and Staff Engagement – where the draft revised plan will be presented to technical high school staffs for feedback; and

Present final plan to CTECS Board for final approval.

Questions/Discussion included:

Once the Board receives the draft strategic operating plan, Superintendent Wihbey plans to present the framework during the fall at all 17 high schools during faculty meetings. This will provide the opportunity for union and teachers to reflect and review the plan and provide feedback. Once this is completed, the plan would be brought back to the board for the final finishing work. Hopefully, by late fall CTECS will have a final Strategic Operating Plan. The schedule will be very aggressive over the summer in order to meet timelines.

A question was raised as to whether or not the CTECS separation will be part of the CT Center for School Change's work in terms of the plan and how that would operate—response, yes. Another question was asked if other state models will be looked at through this process—response, yes. Board members suggested that a draft be sent to stakeholders including employers early in order to receive a consensus. The CT Center for School Change will continue to work with CTECS throughout the entire school year.

The Board members thanked Mr. Lemons for his presentation and is looking forward to the plan.

A copy of the CTECS Strategic Planning Process is included in the official file of this meeting.

VII. Report of the Chair

Commissioner Wentzell was not able to attend today's meeting due to a special State Board of Education meeting.

Mr. Trefry announced that the CT Association of Boards of Education and the CT Association of Public School Superintendents (CABE/CAPSS) will be holding their Convention on November 16-17, 2018. Information will be forthcoming.

Mr. Trefry and Superintendent Wihbey announced that Ms. Curtis tendered her retirement for September 1, 2018 but she has agreed to delay her retirement until October 1, 2018 so she can train her replacement in the month of September. Superintendent Wihbey and the Board members thanked her for her hard work and congratulated her on her retirement.

VIII. Committee Reports

A. Quality and Policy

The Committee met on June 19, 2018, just prior to today's meeting and received an update from Dr. Moran and Ms. Zimmerman on the Alternative Expulsion Pilot. They also received a vacancy update from Mr. Uccello, and a report from Mr. Mindek on the CTECS student arrest data.

B. Outreach and Finance

The Committee met on June 19, 2018 just prior to today's meeting and received a report on CTECS expenditure and revenues, shop enrollment and the school nutrition eligibility provision where five schools will have the opportunity to participate in the free breakfast and lunch program for all students based upon their overall demographics. It is a multi-year approval so the CTECSs board will have the opportunity to review the outcomes to ensure CTECS is receiving enhanced student health and revenue natural and/or positive results.

Additionally, the Committee members discussed in-depth what CTECs priorities should be--which are permanent instructional positions. Even in tough economic time, CTECS must ensure they have good permanent teachers in the

programs in order to recruit students. The committee members also recommended approval to the CTECS board the Rolling Capital Improvement and Capital Equipment Plan for 2019-2021.

Finally, Commissioner Jackson reported that his seat on the CTECS Board is based upon his status as the Commissioner of the Department of Labor of which he will no longer be as of close of business on June 21, 2018. The incoming Commissioner of the Department of Labor, Kurt Westby, joined today's Board meeting. Commissioner Jackson expressed his confidence in Commissioner Westby's ability to serve on our Board.

The Board members expressed their sincere gratitude to Commissioner Jackson for serving on the Board and conveyed he will be truly missed.

Commissioner Jackson requested the shop enrollment report be sent to all Board members.

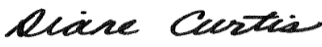
IX. Public Participation

There was no public participation.

President De Filippis thanked Board members for coming today and invited them to take a tour of their facility.

X. Adjourn

The CTECS Board adjourned its meeting at 2:40 PM.

Prepared by: 

Diane M. Curtis, Administrative Assistant
Connecticut Technical Education and Career System