

**CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD**  
**Outreach and Finance Minutes of Meeting – September 18, 2019**

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education and Career System Board (hereafter “Board”) met on September 18, 2019 at H.C. Wilcox Technical High School, 298 Oregon Road, Meriden, CT 06451.

**I. Call to Order**

Ms. Keavney called the meeting to order at 9:40am.

Present: Robert Trefry, Board Member  
Patricia Keavney-Maruca, Board Member  
Karen Eichstaedt, Board Member  
Lindy Lee Gold, Board Member  
Jeffrey Wihbey, Superintendent of Schools

Dial in: Fitz Walker, Board Member

Absent: Commissioner Westby, Board Member  
Daisy Cocco De Filippis, Board Member  
Peter Hoecklin, Board Member

**II. Public Participation**

There was no public participation.

**III. Consideration of the Minutes for September 18, 2019 Meeting**

The Board voted unanimously that the minutes of the September 18, 2019 meeting be approved.

|       |            |   |
|-------|------------|---|
| Vote: | In Favor:  | Keavney, Eichstaedt, Trefry, Gold, Walker |
|       | Opposed:   | 0   |
|       | Abstained: | 0   |
|       | Absent:    | Westby, Hoecklin, De Filippis             |

Motion carried unanimously.

**IV. Strategic Planning for the Connecticut Technical Education and Career System**

**A. Bond Commission Request**

Ms. Keavney introduced Assistant Superintendent, Richard Cavallaro to lead the Bond Commission Request discussion.

Mr. Cavallaro shared although the report shows the request for 1,061,215.00 the request needs to be increased due to the lack of additional OF95 documents with fiscal. The additional funds would be for: 4 walk in refrigerator replacements, roofing repairs, as well as equipment repairs.

Questions/Discussion included: Ms. Keavney asked how long warranties last. Mr. Cavallaro replied: 5 years for IT, 10 years for building structure, and equipment varies.

Mr. Wihbey shared the bond request is due to Kathy Demsey for review for the October CSDE Bond Committee Meeting.

Mr. Wihbey commended Mr. Cavallaro for his hard work in touring and inspecting all CTECS schools twice with staff to get an estimate of all facility needs. Mr. Wihbey shared his gratitude to DAS – Department of School Construction Services and their leadership for all of their tremendous support.

The Board voted unanimously to accept the Bond Commission Request not to exceed \$1,661,215.00.

|                 |   |
|-----------------|---|
| Vote: In Favor: | Trefry, Keavney, Eichstaedt, Gold, Walker |
| Opposed:        | 0   |
| Abstained:      | 0   |
| Absent:         | Westby, Hoecklin, De Filippis             |

Motion carried unanimously.

A copy of the Bond Commission Request is included in the official file of this meeting.

## **B. Expenditure and Revenue Report**

Superintendent Wihbey reviewed the Expenditure and Revenue Report with the committee members. Ms. Robin Fiumara, Fiscal Administrative Officer, provided the report.

As we near the end of the fiscal quarter of the 2019-2020 fiscal year, current cost projections indicate a projected deficit of \$408,900 in the payroll account based on the current number of OPM approve positions that are pending completion. However, all the position vacancies have created a surplus. Allowing for a FAC action approval from the Legislature to take surplus and use it for other line items such as repairs and infrastructure.

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

## **C. Inventory Process – Store Keepers**

Ms. Keavney introduced CTECS Legal Director, Susan Scott and Management Analyst, Joseph Uccello to lead the Inventory Process discussion.

The inventory process has been mandated as a requirement for materials and equipment purchases for the district. The process creates a 4-5 step purchasing process, along with an inventory system, which includes store keepers to keep track of the process.

Questions/Discussion included: Ms. Lee-Gold suggests working with DAS to get staff from their end to assist with field auditing processes to allow for CTECS staff to stay focused on educating students.

**V. Adjourn**

The Board voted unanimously to adjourn.

|       |            |  |
|-------|------------|--|
| Vote: | In Favor:  | Keavney, De Filippis, Eichstaedt, Trefry, Gold, Walker |
|       | Opposed:   | 0  |
|       | Abstained: | 0  |
|       | Absent:    | Westby, Hoecklin, De Filippis                          |

Motion carried unanimously.

The meeting was adjourned at 10:30am.

Prepared by: Ronke Stallings, CTECS