

# CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD

## Minutes of the April 24, 2018 Meeting of the of the Sub Committee on Outreach and Finance

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education and Career System Board Committee on Outreach and Finance met on April 24, 2018 at 39 Woodland Street, Hartford due to a water main break at Henry Abbott THS. A telephone was also set up at Henry Abbott THS, 21 Hayestown Avenue, Danbury, CT in the event of public participation.

### I. Call to Order

Commissioner Jackson called the meeting to order at 11:10 AM.

Present: Commissioner Scott Jackson, Chairperson of the Outreach and Finance Committee  
Robert Trefry, Chairperson of the CTECS Board  
Commissioner Catherine Smith, Committee Member  
Jeffrey Wihbey, Superintendent of the CTECS  
James Chasse, CTECS Education Consultant  
Cynthia Mischel, CTECS Education Consultant  
Michelle DellaVecchia, Director of Counseling and Admissions (Wilcox)  
Samantha Palma, Director of School Counseling and Admissions (W.F. Kaynor)

Absent: Patricia Keavney-Maruca, Vice-Chairperson of the CTECS Board  
Gina Chiarella, Committee Member  
Andrea Comer, Committee Member  
Fitz Walker, Committee Member

### II. Public Participation

There was no public participation.

### III. Consideration of Minutes of the March 20, 2018 Meeting

There was no vote on the minutes due to no quorum.

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

#### A. Expenditure & Revenue Reports

Superintendent Wihbey introduced 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.

The district's payroll operating account (SID 12519) is expected to finish the current fiscal year (FY 2017-18) with a surplus of approximately \$1.1M (or less than one percent of the holdback adjusted payroll budget of approximately \$128.4M).

As previously noted, this projected surplus 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. CTECS continues to update the payroll financial model on a biweekly basis will provide updates to the Board.

Mr. Chasse summarized the latest available operating budget information by payroll, fuel and utilities, and supplies and services. The payroll cost projections of approximately \$127.3MM includes funding for full-time (\$109.3MM), part-time (\$15.2MM) and other payroll costs (i.e. separation costs, overtime and longevity - \$2.8MM). 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.

On February 7, 2018, the Governor issued his proposed operating budget allotment adjustments for the new fiscal year. As displayed in the chart that follows, the CTECS would receive approximately \$1.8M more than was received in its fiscal year 2017-18 operating budgets after the \$4.9 M holdback (11-17-2017), which was not restored; 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)

As a result, assuming that CTECS maintains a vacancy rate of \*190 full-time positions, CTECS is already projecting a preliminary deficit of approximately \$3.2M in the operating budget.

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 during the year.

A preliminary analysis has determined that the district's proposed appropriation for FY 2018-19 would have to be increased by approximately \$9.4M 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.

The State Bond Commission held a special meeting on Friday, April 13, 2018 at which the district received approval of an allocation totaling \$4,358,360.

The approved allocation includes \$2.8M for the purchase of technology equipment (including Chromebooks for the 2018-19 freshman class) and approximately \$1.6M for various infrastructure repairs across the district.

A balance of \$7.2M remains in unauthorized capital funding which is targeted for additional infrastructure repairs, student transportation vehicles, trade and academic equipment and technology equipment purchases during fiscal year 2018-19 - as now new capital funding is scheduled.

Superintendent Wihbey reviewed the Expenditure and Budget History Report for FY 2014-2018 that was included in the Committee members packets. The report depicts expenditure levels less than what they were five years ago.

Questions/Discussion included:

Superintendent Wihbey is looking into the possibility of requesting Finance Advisory Committee (FAC) action to transfer the payroll savings to the services/supplies portion of the budget for purposes of addressing additional infrastructure repairs.

How much additional funding would be needed to refill the 120 vacancies? The budget for FY 2019 would have to be increased by approximately \$9.4M to fill the 120 vacancies.

Superintendent Wihbey has been meeting regularly with OPM and SDE staff regarding the amount of time it takes to re-fill positions. OPM has recommended the district investigate the state's lean process to reduce the hiring timelines.

**\* Note: Of the 190 vacancies, the district is only perusing refill of 125.**

A copy of the Expenditure and Revenue Report and CTECS Expenditure and Budget History report FY 2014– FY 2018 is included in the official file of this meeting.

### **B. & C. (B.) CTECS Applicant Statistics (C.) Application Process - Summary of CTECS Recruitment and Application Process**

Superintendent Wihbey introduced, CTECS Education Consultant Cynthia Mischel, Michelle DellaVecchia, Director of Counseling and Admissions at H.C. Wilcox and Samantha Palma, Director of School Counseling and Admissions at W.F. Kaynor to the Committee to the Committee members.

Ms. Mischel reviewed the handout in the Committee member's packets, entitled "the CTECS Applicant numbers by school for 9<sup>th</sup> Grade in Fall of 2018" and provided an overview of where CTECS is currently with their recruitment process. Ms. Mischel also reviewed the current cut score for each school. She reported all but three schools have reached their target numbers.

At the request of the Committee members, Ms. Mischel was requested to explain the development of the cut scoring. Ms. Mischel explained there is a rubric developed by a committee that is reviewed and revised every year based on feedback from the previous year. She explained the cut score is based on number of seats available and the number of students who applied.

Ms. DellaVecchia and Ms. Palma spoke about the recruitment efforts and the application process. Their discussion included:

- Early Fall-Counselor and Support Services Breakfast for LEA staff (Application process is reviewed at this time with sending school staff);
- Ongoing Recruitment Efforts and the parameters of recruitment set by LEA, obstacles, and the most recent guidance to Superintendents;
- Application process-
  - First Step Letters sent on rolling basis beginning first week of February
  - Once class is full, students are sent "Waitlist" or "Not on "Waitlist" letters
  - After October 1, waitlist wiped out, students encouraged to re-apply;
  - Early January, vacancies filled once shops have been chosen by current students
- Process and required documents have been compiled into the Connecticut Education and Career System Recruitment, Application Process and Supporting Documents guidance document; and
- Suggestion to re-issue the SDE letter dated December 24, 2013 to Superintendents in late August regarding student recruitment allowing CTECS access to Local Education Agencies (LEAs).

Questions/Discussion included:

The Committee members discussed strategies to address the concerns regarding the budget shortfall and the need to better align resources with the programs offerings differently than we have in the past and how it impacts enrollment, staffing, planning, professional development, etc. The district continues to experience obstacles in having full access to

all students in LEAs. CTECS needs to reposition the technical schools in a broader consciousness. Unless the Legislature decides to put some additional funds into the schools, this will mean the Superintendent and his staff will have to make some hard decisions, and figure out how to most efficiently provide the service and instruction for the students that are currently in the programs. These difficult decisions could lead to not taking a freshman class in one school, reducing the number of shops in a given school so those instructors can help out another school to do other things to try and balance the financial and instructional needs at the same time. Does CTECS want to be providing reduced services with all of their programs or do we want to reduce some programs and maintain the quality.

Superintendent Wihbey reminded the Committee members that there are statutory limits on how to make programmatic decisions and would like to engage Legal Council on what legislative action would be necessary. Ms. Tinty was requested to draft a regulatory outline.

Committee members offered their support in assisting with these hard decisions and reiterated that planning must start now. The Committee members recognize savings will be resulted longer term, not this year or next year.

A copy of the Letter from Commissioner Pryor dated December 24, 2013 regarding student recruitment and current enrollment data chart for the freshman class of 2018 is included in the official file of this meeting.

A copy of the CTECS Applicants for 9<sup>th</sup> Grade in Fall of 2018 is included in the official file of this meeting.

#### **D. Living Wage**

Superintendent Wihbey spoke about the living wage performance data from the State Department of Education's (SDE) website and the data matched with the Department of Labor (DOL) and employment data. P20 WIN is a collaboration of CT agencies sharing secure data to improve education for students of all ages in the state: State Department of Education (SDE), Board of Regents for Higher Education (BOR), University of Connecticut (UConn), Department of Labor (DOL), Connecticut Conference of Independent Colleges (CCIC), Office of Early Childhood (OEC), Office of Policy and Management (OPM)

Superintendent Wihbey shared a report entitled, "P20WIN: Sixth—year Earnings of High School Graduates from the Class of 2010 No College in Any Year after High School Graduation" comparing the CTECS with other districts. Superintendent Wihbey also shared a report entitled "Studying Postsecondary Outcomes: A Multi-agency Effort" Performance Matters, dated September 12, 2017 with the Committee members. The report included information on: What happened to the Class of 2010, 73% go to college in the first year, P20Win project to match CSDE data with DOL wage and employment data; calculation of living wage, annual earnings, by industry, how gender affects earnings, and earnings affected by high needs status.

In September, the DOL plans to do their next ten year projections. This data will be helpful to look at for the CTECS trade reauthorization.

#### **V. Adjourn**

The meeting was adjourned at 12:10

Prepared by: *Alaine Curtis*  
Administrative Assistant  
Connecticut Technical Education and Career System