

**CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD**

**Draft Minutes of the June 19, 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 May June 19, 2018 at Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT Founders Hall Community Room F101.

**I. Call to Order**

Commissioner Jackson called the meeting to order at 11:00 AM.

Present: Commissioner Scott Jackson, Chairperson of the Outreach and Finance Committee  
Robert Trefry, Chairperson of the CTECS Board  
Patricia Keavney-Maruca, Vice-Chairperson of the CTECS Board  
Fitz Walker, Committee Member  
Gina Chiarella, Committee Member Jeffrey Wihbey, Superintendent of the CTECS  
James Chasse, CTECS Education Consultant  
James Mindek, Director of Technology, Operations  
Joseph Uccello, CTECS Management Analyst  
Jackie Schipke, Acting Director of Food Service

Absent: Andrea Comer, Committee Member  
Commissioner Catherine Smith, Committee Member

**II. Public Participation**

There was no public participation.

**III. Consideration of Minutes of the May 15, 2018 Meetings**

Commissioner Jackson moved, Ms. Keavney seconded that the minutes of the May 15, 2018 meeting be approved.

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

Motion carried unanimously.

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

**A. Expenditure & Revenue Report**

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 Committee 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.

Questions/Discussion included: A question was raised as to whether or not CTECS has not received a firm commitment from the Reserve for Salary Adjustment (RSA) Account and if CTECS has made a firm request—Response: not a firm commitment, and yes, a request for the entire amount which was \$5Million but the RSA committed verbally to \$3.4 million which is what CTECs is short. A question was also raised about the \$1.7M in funding for the transfer of SDE staff to CTECS and it was confirmed that the funding is expected to continue. On an effort to prepare for the transition, Superintendent Wihbey has begun the process of hiring two HR recruitment specialists that will be housed at Central

Office. The role of the recruitment specialists was discussed. Until structural operational changes are made in the process, four months to hire staff is the best CTECS can do.

Commissioner Jackson expressed that CTECS look at the entire list of vacancies given the types of deficit we are looking at and prioritize the instructional positions. Discussion also included keeping a better eye on worker's comp cases to better get a handle on forecasting when staff is returning so savings can be invested into filling instructional positions. The Committee encouraged the Superintendent to work with SDE to raise the flag that this may be problematic Superintendent Wihbey will follow-up with Ms. Demsey.

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

## **B. Rolling Capital Improvement and Capital Equipment Plan for 2019-2021**

Superintendent Wihbey introduced CTECS Education Consultant, Mr. Chasse to the Committee members who presented on the Rolling Capital Improvement & 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.

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

Commissioner Mr. Trefry moved, Ms. Keavney seconded, that pursuant to Subsection (d) of Section 10-95i of the Connecticut General Statutes, recommends to the CTECS Board the approval of 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:	Trefry, Jackson, Comer, Keavney, Chiarella
Opposed:	0
Abstained:	0
Absent:	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.

### **C. Shop Enrollment**

Superintendent Wihbey provided the Committee members with a report of student enrollment by trade technology, by school, by grade and number of instructors per trade technology for 2018-19. Superintendent Wihbey also spoke about specific processes for addressing trades with low enrollment. The processes include: monitor and enrollment and retention phase. When shops move into a low enrollment plan, they are put on monitor status and if enrollment continues to lag they move into enrollment retention plan status. Superintendent Wihbey explained these cycles have a very prescriptive intervention process, currently being monitored. The Committee members examined how many students are in the shops and the capacity—something CTECS needs to analyze in order to project space needs over the next year and determining whether we have too many or too few shops and how to manage enrollment. Superintendent Wihbey spoke to the low enrollment at Vinal Tech and shared recommended changes Dr. Menounos suggested to him based on trends.

Questions/Discussion included: Out of rank acceptance providing CTECS can provide services to students, the idea of three tiers of programming was discussed (9-12, 11-12 and adults)—i.e. conditional acceptance into 11<sup>th</sup> and 12<sup>th</sup> grade, and attend full time at the local LEA and focus on their reading and math grades in 9<sup>th</sup> and 10<sup>th</sup>. The idea of adult programming was discussed as the third tier. Challenges were discussed i.e. what outcomes is CTECS looking to achieve. Superintendent Wihbey announced that in the fall he will be pitching a metric to the board that will have some alternative to metrics that will reflect CTE. Superintendent Wihbey said Commissioner Wentzell expressed that she would like to still see the common Student Performance Indicator (SPI) metrics but add the CTE metrics. Superintendent Wihbey shared his thoughts of what those CTE indicator might be for licensed and non-licensed trades based on industry needs. Mr. Mindek's staff will be providing an SPI for each shop at each school. Commissioner Jackson suggested P20 WIN as a resource. It was suggested in the next report, prior years data be included. This would be important during the strategic planning process. Commissioner Jackson said the Department of Labor is in receipt of a \$50M in appropriations for young workers, and can assist with funding for afterschool programs for 11<sup>th</sup> and 12<sup>th</sup> graders and is in a good position to partner with CTECS.

### **D. Community Eligibility Provision (CEP) School Nutrition**

The Community Eligibility Provision (CEP) is a meal service option for schools in high-poverty areas. CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch Program (NSLP) and School Breakfast Program (SBP). CEP uses information from other programs to directly certify individual students for free meals. These programs include the Supplemental Nutrition Assistance Program (SNAP), Medicaid and Temporary Family Assistance (TFA), as well as official documentation pertaining foster and

homeless students. When the number of students directly certified through this method reaches at least 40% of the enrollment, the school is eligible to participate in CEP.

Superintendent Wihbey introduced Jackie Schipke, Acting Director of Food Service to the Committee members. Ms. Schipke reviewed the eligibility provision that was included in the Committee member's packets. She spoke about the CEP Benefits and moving the CTECS to the Community Eligibility Provision at Bullard Havens, Goodwin, Grasso, Prince and Eli Whitney Tech so all students there can receive breakfast and lunch at no cost.

With the increase in participation, it is forecasted that CTECS will receive more in federal reimbursements. Additionally, and just as important, CEP supports CTECS student success by increasing student access to healthy meals, allowing greater opportunity for students to receive the nutrition necessary to support optimal academic performance, and ultimately improving student health in the present, and in the future.

Questions/Discussion included: Once the provision is approved by the SDE, it is good for four years. Risks were also discussed. Overall, Ms. Schipke feels this will be overall revenue positive and better outcomes for the students and CTECS can always pull out if not. The meal service would be effective July 1<sup>st</sup> if approved.

The Committee members endorsed the CTECS moving forward with the request and looks forward to being updated on the progress. Superintendent Wihbey thanked Ms. Schipke for her leadership. This is great service to our students and families. He also announced that CTECS has a finalist for the Director of the School Lunch Program. Ms. Schipke currently has been on loan from the SDE to assist CTECS.

A copy of the Community Eligibility Provision Report is included in the official file of this meeting.

#### **Other**

Commissioner Jackson announced that this is his last week at the Department of Labor. On Friday June 22, he will be starting with the Department of Revenue Services. His Deputy Commissioner Kurt Westby will be joining us for lunch today and attending the Board Meeting. Commissioner Jackson reminded the Committee members that by statute the Commissioner of the Department of Labor or designee has an appointment to this board. Distribution of his duties are being discussed.

Chairman Trefry thanked Commissioner Jackson for chairing the committee and serving on the Board and shared his appreciation for his insight and practicality.

#### **V. Adjourn**

The meeting was adjourned at 12:10

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