

CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD

Minutes of Meeting of June 19, 2018 Subcommittee on Quality and Policy

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

I. Call to Order

Ms. Keavney called the meeting to order at 9:30 AM.

Present: Patricia Keavney-Maruca, Chairperson of the Subcommittee on Quality and Policy
Robert J. Trefry, Chairperson of the CTECS Board
Karen Eichstaedt, Member of the Subcommittee on Quality and Policy
Daisy Cocco De Filippis, Member of the Subcommittee on Quality and Policy
Jeffrey Wihbey, Superintendent of Schools
James Chasse, CTECS Education Consultant
James Mindek, Director of Technology, Operations
Joseph Uccello, CTECS Management Analyst
Dr. Mary Moran, Eli Whitney Principal
Karen Zimmerman, CTECS Education Consultant
Peter Hoecklin, Member of the Subcommittee on Quality and Policy

Absent:

II. Public Participation

There was no public participation

III. Consideration of Minutes of the May 15, 2018 Meeting

The Committee voted unanimously that the minutes of the May 15, 2018 meeting be approved.

Vote:	In Favor:	De Filippis, Eichstaedt, Hoecklin, Keavney-Maruca, Trefry
	Opposed:	0
	Abstained:	0
	Absent:	0

Motion carried unanimously.

IV. Strategic Planning for the Connecticut Technical Education and Career System (CTECS)

A. Alternative Expulsion Pilot Update

Background: On January 15, 2018, Committee members were presented a proposal of a pilot program as a coordinated school option for an alternative education to better support expelled students. This program would be housed at Eli Whitney and also serve students from Emmett O'Brien and Platt Technical High Schools who are unable to attend school for some reason.

Superintendent Wihbey introduced Principal Dr. Mary Moran and Ms. Karen Zimmerman, Education Consultant to the Committee members who provided an update on the results of the pilot program which occurred at the start of the fourth quarter (April 1, 2018). A copy of the update was included in the Committee member's packets.

Dr. Moran and Ms. Zimmerman walked the Committee members through the piloting process. Staff became available to serve as Program Facilitator to pilot the process in May, 2018. A parent was contacted to determine interest in piloting the program. A meeting was held with Principal, Program Facilitator, parent and student. A program was described to the parent including responsibilities and expectations for the student. The Assistant Principal organized school staff to participate and interact with student.

They also discussed what is working, what is potentially not working, and what CTECS needs in order to continue. Dr. Moran and Ms. Zimmerman outlined the commitment needed to maintain and oversee the program including minimal resources. They also discussed other issues pertaining to staffing.

Questions/Discussion included: If students who are expelled lose their work based learning opportunity—response, no and in some cases a student could come back less behind. Additional discussion included the student handbook--crosswalk, and sharing high expectations for behavior.

As Dr. Moran and Ms. Zimmerman move forward with the resources/needs for the program for the fall, it was suggested surveillance cameras be included. They will also look at staffing scenarios and analyze data for the program to possibly also serve students on out of school suspensions multiple times. In addition, Ms. Zimmerman will conduct a cost comparison over the summer between AEP vs tutoring as this program would possibly save funding in tutoring costs.

The Committee members were pleased with the program and commended Dr. Moran and Ms. Zimmerman on the progress made on the numbers of students who have been suspended, expelled, arrested, etc.

A copy of the UPDATE on Alternative Education at Eli Whitney presentation is included in the official file of this meeting.

B. Detailed Vacancy Analysis and its Impact

Superintendent Wihbey introduced Mr. Joseph Uccello, CTECS Management Analyst to the Committee members. Mr. Uccello reported that CTEC's is still working with the position management system and has met with OPM and SDE's Human Resources Bureau to look at the overall hiring process in order to streamline the entire process. Another meeting has been scheduled on June 27, 2018 with OPM and HR to discuss the next steps in leaning the entire process.

Mr. Uccello shared full-time general fund position data as of June 1, 2018 as follows:

There currently are 196 vacancies – 108 of which are instructional – 88 remaining are made up of maintenance, food services, fiscal, clerical, nurses, etc.

Looking at the analysis compiled to date, the average timeframe to refill a vacancy is approximately four months and in some cases six months. In unusual circumstances, it may take an entire school year to re-fill a vacancy.

Mr. Uccello feels confident that some of the steps can be eliminated to shorten the hiring process. Mr. Uccello shared some examples including duplication of steps, levels of approval, etc. As of last payroll, Mr. Uccello reported there were approximately \$4.3 million in substitute costs (not all related to vacancies). In addition to the 196 vacancies, there are 46 anticipated vacancies due to retirements between July and September.

The Superintendent said it would be helpful to know when an instructor is retiring as early as possible (prior December/January) in order to expedite the hiring process rather than wait until there is an actual separation from state service. Superintendent Wihbey plans to engage in a discussion with the SVFT on a concept to allow bonuses related to early separation notification.

Questions/Discussion included: Of the 196 vacancies, CTECS has held approximately 65 positions vacant, leaving approximately 131 vacancies that were being pursued for refill. If the 131 vacancies were to be filled, CTECs would be short by approximately \$9.6 million in fiscal year 2018-19. Based on communications issued by OPM, it now appears that the district will be fully reimbursed for SEBAC 2017 payroll costs as they are incurred in July 2018 and January 2019.

A question was raised as to how many days having auto refill would cut down. Mr. Uccello responded, approximately one month. Auto refill will be a topic discussed at the next meeting with OPM/HR meeting. A question was raised if CTECs processes will change when they separate. CTECS name change was effective July 1, 2017. It was suggested that Mr. Haberlandt provide an update on CTECS transition in the fall.

Student Arrest Data

Superintendent Wihbey introduced Mr. James Mindek, Uccello, Director of Technology, Operations to the Committee members who presented a chart on student arrest data collected by Vinny Diana. Mr. Mindek reported the trend in general is going down. The one piece that was not consistent was arrests outside of school. Data for 2017-18 school year is still being entered and the numbers will be shared with the Committee members when they are finalized.

Questions/Discussion included: Although CTECS is notified of arrests outside of school, they are required to keep data on arrests outside of school.

A copy of the Student Arrest Data is included in the official file of this meeting.

V. Adjourn

The meeting was adjourned at 11:10 AM.

Prepared by: Diane Curtis, Administrative Assistant