

# CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM BOARD

## Minutes of Meeting of November 14, 2017 Subcommittee on Quality and Policy

Pursuant to notice filed with the Secretary of State, the Connecticut Technical High School System Board Subcommittee on Quality and Policy met on November 14, 2017 at Bullard-Havens Technical High School – 500 Palisade Avenue, Bridgeport, CT

### I. Call to Order

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

Present: Patricia Keavney-Maruca, Chairperson of the Subcommittee on Quality and Policy  
Robert J. Trefry, Chairperson of the CTHSS Board  
Karen Eichstaedt, Member of the Subcommittee on Quality and Policy  
Peter Hoecklin, Member of the Subcommittee on Quality and Policy  
Jeffrey Wihbey, Interim Superintendent of Schools  
James Chasse, CTHSS Education Consultant  
James Mindek, Bureau Chief  
Bea Tinty, CTHSS Education Consultant

Absent: Daisy Cocco De Filippis, Member of the Subcommittee on Quality and Policy

### II. Public Participation

There was no public participation

### III. Consideration of Minutes of the October 17, 2017 Meeting

The Committee voted unanimously that the minutes of the October 17, 2017 meeting be approved.

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

Motion carried unanimously.

### IV. Strategic Planning for the Connecticut Technical High School System (CTHSS)

#### A. Ideal Teacher Profile

Mr. Wihbey updated the Committee members on the progress of the Ideal Teacher Profile. A Committee has been formed and will be meeting for the first time on December 1, 2017. The goal is to hire, develop and retain the strongest teachers in a timely fashion. The steering committee consists of several principals, Ms. Karen Zuboff from the bureau of human resources, two to three assistant principals (to be determined by the steering committee) and several teachers. The charge of the Ideal Teacher steering committee will be to undergo a process to develop a profile of the perfect teacher for the Connecticut Technical High School System. This would guide the CTHSS on how they would develop hiring

processes, interviews, interview questions, sample teaching, pre-service questionnaires, professional development, and evaluations. Interim Superintendent Wihbey has reached out to central office consultants who will be providing an abstract both from the academic unit as well as the trade unit of what a Connecticut Technical High School System Ideal Teacher is and requested them to list several characteristics and behaviors. Interim Superintendent also plans to solicit feedback from the CTHSS Board members.

The committee members engaged in a discussion about the Ideal Teacher/Administrator Profile. The Committee members concurred with the concepts Interim Superintendent Wihbey shared and they suggested the SVFT be represented on the committee.

Interim Superintendent Wihbey will keep the Committee members updated on the progress of the committees and is hoping to have this completed by early spring.

### **B. Ideal Administrator Profile**

Interim Superintendent Wihbey announced that a steering committee of the ideal administrator profile has been formed and will be meeting for the first time on December 1, 2017 directly following the Ideal Teacher Profile committee meeting. The steering committee consists of several principals, Ms. Karen Zuboff from the bureau of human resources, two to three assistant principals (to be determined by the steering committee) and several teachers.

### **C. Master Schedule Timeline**

Interim Superintendent Wihbey called to the Committee member's attention the importance of master scheduling and emphasized the importance of its timing. Master schedule is a very powerful lever in student learning. The end goal to achieve, is to make sure students receive their finished finalized schedule for the following year before they leave school this year. He explained, in doing so, this avoids schedule change requests the first weeks students come back.

Interim Superintendent Wihbey walked the Committee members through the scheduling process steps/guideline deadlines that were provided in their packets. He explained how this process is a helpful tool in the hiring process so the CTHSS knows what types of teachers are needed early on. In the past, this has been a helpful tool to OPM in approving positions.

Interim Superintendent Wihbey reported that all principals have been given a target deadline date of June 1, 2017 to complete the master schedule timeline and they have agreed this is an achievable deadline.

The Committee members engaged in a discussion about the master schedule. Discussion included, required academic courses, course catalog, and scheduling mandates.

## **V. Adjourn**

The meeting was adjourned at 9:55 AM.

Prepared by: Diane Curtis, Administrative Assistant