

Connecticut State Board of Education
Connecticut Technical High School Committee

Minutes of Meeting
January 9, 2008

Pursuant to notice filed with the Secretary of the State, the Connecticut Technical High School Committee, the "Committee" met on January 9, 2008, at Windham Technical High School.

I. Chairman Coolican called the meeting to order at 9:30 a.m.

Committee Members Present: Mr. Donald Coolican, Chairman
Dr. Alice Carolan
Mrs. Beverly Bobroske (arrived at 9:45 a.m.)
Ms. Theresa Hopkins-Staten

SDE Staff Present: Dr. Abigail L. Hughes, Superintendent
Mr. Robert Lombardi, Assistant Superintendent

Windham Tech Staff: Mr. Kirk Murad, Principal

II. Executive Session. The Committee moved into executive session for the purpose of discussing personnel matters at 11:15 a.m. The Committee moved back into regular session at 11:20 a.m.

III. Consideration of Minutes of the December 12, 2007 Connecticut Technical High School Committee Meeting:

The minutes were unanimously approved with noted corrections.

IV. Public Participation

Two Windham Technical High School students were in attendance. They introduced themselves and shared why they selected Windham Tech.

V. Consent Agenda. No consent agenda was provided for the Committee's consideration.

VI. Items for Connecticut Technical High School Committee Action: None

VII. Items for Discussion:

a.) Enrollment Expectations for J. M. Wright Technical High School

At the request of Chairman Coolican, a PowerPoint presentation was developed and presented to the Committee members on J. M. Wright Technical High School. A lengthy discussion ensued on enrollment, capacity, training of students on recruitment and holding public hearings to keep people in the Wright Tech area informed of current and future status. The Committee agreed that extensive changes were needed to the PowerPoint. Mrs. Hopkins-Staten asked that a schedule/calendar detailing Wright Tech's dates and times be developed so that the public can have a sense of understanding of what and when things are happening." Once it is revised and approved by the Committee, it would be presented in Stamford. The Committee members all agreed to the enrollment target at Wright Tech, but no formal vote was taken.

Mrs. Hopkins-Staten, Dr. Carolan, Mrs. Bobroske and Mr. Coolican made specific suggestions about providing more detailed information in the PowerPoint and changing the order of slides. Committee members agreed that the most important slide in the PowerPoint presentation is Wright Tech's Recruitment and Retention Plan. Chairman Coolican asked that the revised PowerPoint be mailed to the committee members for next month's meeting.

b) New Licensed Practical Nurse (LPN) Program

Dr. Hughes informed the Committee that the Community Colleges adopted a common Registered Nurse curriculum. The Connecticut Women's Educational Leadership Fund (CWELF) provided grant money to have a committee analyze the CTHSS LPN curriculum and make recommendations to enable an articulation agreement between the two programs. The incoming LPN Class of 2008 will be the first class beginning this program. A number of changes to the current LPN curriculum were identified in addition to requiring three community college courses to be completed in math, English and psychology either prior to enrollment or prior to finishing the LPN Program. Students completing the CTHSS LPN Program, which includes a community college course in math, English and psychology, either prior to enrollment or prior to finishing the LPN Program, upon taking Anatomy and Physiology and chemistry at the Community College level, could gain admission to the RN Program as a second year student.

Chairman Coolican questioned the adult program with regard to times offered. Dr. Hughes said that there are 2 twilight programs that begin at 3 p.m. The day program is three semesters. Chairman Coolican asked if the students need CPR certification to get into the LPN Program and the answer given was yes. Committee members recognized some errors in the brochure and stated the need for editing. Dr. Carolan stated that the registration fee should be changed to an application fee.

VIII. Report of the Superintendent

Dr. Hughes stated that the Technical High Schools finished the first trimester district wide assessments. The National Occupational Competency Testing Institute (NOCTI) schedule includes: Heating, Ventilation and Air Conditioning (HVAC) in March and all others follow the Connecticut Academic Performance Test (CAPT). The majority of NOCTI assessments are now regional. Culinary will be semi-regional; common judges will assess all culinary students.

Dr. Carolan commented on the CT Committee meeting starting times of 9:30 a.m. and stated that 9:00 a.m. would be fine.

IX. Other Matters

Mr. Murad stated that all sending schools are invited to their Open House which 7th and 8th grade students attend. Mrs. Broboske commented that numerous visits are the key. Instructors need to sell their programs and do good marketing. Chairman Coolican agreed that presentation is the key. Dr. Hughes said that district recruitment guidelines need to be followed at each of the schools. This year students are part of the recruitment teams. Dr. Carolan recommended that Wright Tech should go and see other schools' presentations. Dr. Hughes explained and clarified the Technical High School enrollment process.

Dr. Carolan made mention of a memo from Ray Inzero, Board of Education's Audit/Finance Committee, dated 1/4/08 regarding \$146,000 missing items at Wright Tech in one year. Dr. Hughes stated that there is a process in place regarding storekeeper's inventory/computer programs for tech schools. The items were identified at Wright Tech as missing is due to the administration not implementing the required inventory procedures. She also said that we need to continue to train people and monitor procedures. Equipment is valued at purchase price with no depreciation which does inflate the total cost. The custodial person at Wright Tech is on administrative leave. Dr. Carolan asked why a missing item report was never received from Wright Tech. Dr. Hughes stated that this was due to sloppy

bookkeeping and procedures were not followed by the administration. She said that she is waiting for the schools response to the audit report and will request a team from Hartford to investigate. Mrs. Hopkins-Staten said that we need to make this system uniform in all schools. Dr. Hughes responded by saying that the procedures were shared orally and in a written manual. She said that Wright Tech is atypical in this case.

X. Public Participation:

Ms. Patricia Keavney, State Vocational Federation of Teachers

XI. Adjournment

There being no further business, the meeting was adjourned at 11:23 a.m.

Committee members proceeded to The Chef's Hat for lunch.