

**CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD**  
**Hartford, CT**

**Minutes**  
**Full Board**  
**September 21, 2022**

Pursuant to notice filed with the Secretary of the State, the Connecticut Technical Education and Career System (hereinafter "Board") held the meeting on Wednesday, September 21, 2022 at 39 Woodland Street, Hartford, Connecticut.

**I. Call to Order**

Chairperson Patricia Keavney-Maruca called the meeting to order at 9:00am.

Present: Patricia Keavney-Maruca, Chairperson  
George Anderson, Board Member  
Jeff Aucker, Board Member  
Christine Benz, Board Member  
Todd Berch, Board Member  
Jim Gildea, Board Member  
Lance Hall, Board Member  
Paul Lavoie, Board Member  
Charlene M. Russell-Tucker, Board Member  
Kelli-Marie Vallieres, Board Member  
Karen Wosczyzna Birch, Board Member

Ellen Solek, Interim Executive Director

Absent: Jeff Aucker

Executive Director, Dr. Solek welcomed Board members and guests and introduced Chairperson Ms. Keavney-Maruca who lead the pledge of allegiance.

**II. Public Participation**

There was no public participation.

**III. Oath Ceremony**

Attorney Susan Scott, administered the Oaths of Office to Patricia Keavney-Maruca, George Anderson, Christine Benz, Todd Berch, Jim Gildea, Lance Hall, Paul Lavoie, Charlene M. Russell-Tucker, Kelli-Marie Vallieres, Karen Wosczyzna Birch. Copies of the Oaths of Office are enclosed in the official file of this meeting.

#### **IV. Board Member Introductions**

Dr. Solek's introduced herself as the Interim Executive Director and Interim Superintendent and lead discussions for Board members to introduce themselves and share their individual expectations for this year's Board.

#### **V. Board Orientation**

Attorney Susan Scott reviewed a PowerPoint presentation highlighting the roles and responsibilities of the new CTECS Board members.

She highlighted the following:

- Advises CTECS Leadership
- Recommends admissions policy
- Monitors performance
- Evaluates trade programs
- Adopt long-range priorities and goals
- Assist in the selection of the Superintendent
- Reports to the Connecticut General Assembly
- Approves post-secondary programs and gifts made to CTECS

#### **A. Roles & Responsibilities of CTECS Board**

Advises the Executive Director and Superintendent (CGS 10-95s)

- Advises Superintendent and Executive Director on matters relating to vocational, technical, technological and postsecondary education and training
- May create any advisory board or appoint any committees for the efficient conduct of its business
- Recommends policies to attract and retain students who will pursue careers that meet workforce needs and govern the admission of students to any technical education and career school in compliance with state and federal law
- Establishes specific achievement goals for students at each grade level
- Measures performance of each school and identifies set of quantifiable measures to be used including factors such as performance of students on standardized assessments,

trade-related assessments, dropout rates, graduation rates Evaluates trade programs and addition of trades (CGS 10-95i)

- Considers the addition of new trade programs using criteria established by law
- Authorizes new trade programs for a maximum of five years
- Provides a process for the public, including, but not limited to, employers, parents, students or teachers, to request consideration of the establishment of a new trade program Adopts long range priorities and goals (CGS 10-95i)
- Periodic beginning 2020 and every 5 years thereafter Assists in the selection of the Superintendent (CGS 10-95q)
- Recommends candidate to the executive director who appoints
- Term of office can be extended after consultation with the board Assists in the evaluation of the Superintendent (CGS 10-95q)
- Establishing guidelines and criteria for evaluation with the ED
- Consulting with the ED in the Superintendent's annual evaluation Reports to Connecticut General Assembly
- Annual report and meeting (CGS 10-95h)
- Biennial report (CGS 10-95k) 2 Creates, in consultation with the Labor Commissioner, an integrated system of state-wide industry advisory committees for each career cluster offered by CTECS and regional communitytechnical college system. (CGS 4-124gg)
- Committees shall include industry representatives of the specific career cluster
- Each committee for a career cluster shall, with support from the Office of Workforce Strategy, Labor Department, Technical Education and Career System, regional community-technical college system and the Department of Education, establish specific skills standards, corresponding curriculum and a career ladder for the cluster which shall be implemented as part of the schools' core curriculum Reviews and evaluates link between skill standards for education and training and employment needs of business and industry. (CGS 4-124z)
- In consultation with the Chief Workforce Officer, the Labor Commissioner, the Commissioners of Economic and Community Development, Education and Social Services, the Secretary of the Office of Policy and Management and the president of the Connecticut State Colleges and Universities and one member of industry representing each of the economic clusters identified by the Commissioner of Economic and Community Development

- Criteria for review established by statute Maintains rolling 3-year capital improvement plan (CGS 10-95i) Approves post-secondary programs (CGS 10-95p) Approves gifts made to CTECS (CGS 10-95r) Fixes the tuition fees to be charged students for preparatory and supplemental programs including apprenticeship programs (CGS 10-95e)
- Not less than half of the tuition fee charged for any apprenticeship program shall be paid by the employer. Involvement in any school closure process (CGS 10-95o)
- Procedure is established in statute
- Holds public hearing and votes on any suspension of operations in excess of 6 mos. Creates plan for children in post-conviction custody (CGS 10-95t)
- Plan to address career and technical education, training and work experience for children in post-conviction justice system custody

## **VI. Actions Items**

### **A. 2022-23 Healthy Food Certification statement**

Board chair, Mrs. Keavney-Maruca introduced CTECS Director of Food Services, Mr. Paul Lewis and CTECS Consultant, Mr. Chad Raasumaa to review the 2022-23 Healthy Food Certification statement.

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that each local board of education or governing authority (BOE) for public schools 1 participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students (separately from reimbursable meals) will or will not meet the Connecticut Nutrition Standards (CNS).

Required healthy food option vote for all BOEs The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes must include the exact language below:

- **Motion language for healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

It was determined that due to current situation and practices in the CTECS (which do not comply with the HFC requirements), that HFC is not an option for CTECS to participate in for the 2022-23 school year.

Board chair, Keavney-Maruca moved, Board member Birch seconded, for the Board to vote “no” for implementing the healthy food option:

**Vote:** In Favor: Keavney-Maruca, Anderson, Benz, Berch, Gildea, Hall, Lavoie, Vallieres, Wosczyzna Birch  
Opposed: 0  
Abstained: Russell-Tucker  
Absent: Aucker

Questions/Discussion included:

*Dr. Anderson asks for clarification on why the Board would choose not to participate in the Healthy Food Certification.*

*Mr. Raasumaa clarified that the Healthy Food Certification (HFC) is not inline with the districts culinary program curriculum. He continued to share that the Healthy Food Certification requirements hinder students learning ability within the districts programming.*

- **Motion language for food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

It was determined that due to current situation and practices in the CTECS (which do not comply with the HFC requirements), that HFC is not an option for CTECS to participate in for the 2022-23 school year.

Board chair, Keavney-Maruca moved, Board member Berch seconded, for the Board to vote “no” for implementing the healthy food exemptions:

**Vote:** In Favor: Keavney-Maruca, Anderson, Benz, Berch, Gildea, Hall, Lavoie, Vallieres, Wosczyzna Birch

Opposed: 0  
Abstained: Russell-Tucker  
Absent: Aucker

Questions/Discussion included:

N/A

- **Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

It was determined that due to current situation and practices in the CTECS (which do not comply with the HFC requirements), that HFC is not an option for CTECS to participate in for the 2022-23 school year.

Board chair, Keavney-Maruca moved, Board member Vallieres seconded, for the Board to vote “no” for implementing the beverage exemptions:

**Vote:** In Favor: Keavney-Maruca, Anderson, Benz, Berch, Gildea, Hall, Lavoie, Vallieres, Wosczyzna Birch  
Opposed: 0  
Abstained: Russell-Tucker  
Absent: Aucker

Questions/Discussion included:

*Board member, Russell-Tucker asked for clarification on the language used for the beverage exemption section of the motion.*

*Mr. Lewis explained that it is part of the language needed to meet the entire program needs.*

*Mr. Raasumaa clarified that the School Nutrition Cafeteria will continue to comply with the Healthy Food Certification requirements from a nutrition stand*

*point and will not collect on beverages that do not comply through the culinary program.*

## **B. Federal Claiming Authorized Signature Change Form**

The ED-099 Agreement for Child Nutrition Programs (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. When the sponsoring organization's Agreement was approved, two originals were signed by the sponsoring organization and the CSDE. One original was returned to the sponsoring organization. Page 4 of the Agreement designates representatives authorized to enter into an agreement with the CSDE and sign the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both of the authorized signers will change periodically. The sponsoring organization must execute the Authorized Signatures Change Form whenever there is a change to either of the two authorized signers. Claims for reimbursement are valid only when signed by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

Board Member, Berch moved, Board Member Birch seconded, for the Board to adopt the changes to the Federal Claiming Authorization Change Form:

<b>Vote:</b>	In Favor:	Keavney-Maruca, Anderson, Benz, Berch, Gildea, Hall, Lavoie, Russell-Tucker, Vallieres, Wosczyzna Birch
	Opposed:	0
	Abstained:	0
	Absent:	Aucker

### Questions/Discussion included:

*Chief of Staff, Ms. Stallings clarified the changes to the Authorized Signature Change Form would include adding Ms. Kisha Richardson – CTECS Fiscal Administrative Manager 1 and updating Dr. Solek's title to Executive Director.*

## **C. Search Process for CTECS Superintendent**

Board Chair Keavney-Maruca makes a motion to begin the process to search for a new CTECS Superintendent as Dr. Solek is now the Interim Executive Director for CTECS, creating a vacancy in the Superintendent position. She requests that the entire Board participate on the search committee for the new CTECS Superintendent.

Board Member, Berch moved, Board Member Vallieres seconded, for the Board to begin the search for the new CTECS Superintendent:

**Vote:** In Favor: Keavney-Maruca, Anderson, Benz, Berch, Gildea, Hall, Lavoie, Vallieres, Wosczyzna Birch  
Opposed: 0  
Abstained: Russell-Tucker  
Absent: Aucker

Questions/Discussion included:

*Board Member Anderson asked about regulations regarding the search.*

*Board Member Berch asked if the criteria for the Superintendent position was by statute or appointment by the Executive Director.*

*Board Member Russell-Tucker asked for clarification on the statute which previously stated before July 1<sup>st</sup>, 2023 the Board would make a recommendation to the Commissioner of Education for the appointment of the Superintendent.*

*Attorney Susan Scott clarified that the search is done by the Board and the scope of the position is determined by the Board. She continued to expand on the different versions of the statute and shared the changes after the Legislative Session.*

*Mr. Lavoie inquired about the position description and the requirements for the Superintendent.*

*Attorney Susan Scott shared she would provide Board members with the job description and requirements for the position.*

*Mr. Gildea asks for clarification on CTECS's resources to conduct the search.*

*Executive Director responds that the Board's role would be to adjudicate candidates for the position. She continued to share that CTECS Human Resources staff are fully equipped to manage the posting, paperwork and screening.*

*Board member Russell-Tucker clarified that the Superintendent position is State of Connecticut employment so recruiting requirements and procedures would fall under DAS guidelines.*

## **VII. Committee Descriptions**



Board Chair Ms. Keavney-Maruca requests Board members to review the committee descriptions and to share their intent of participation on the blue sheet provided in their meeting packets.

- Finance and Facilities Committee

Reviews monthly financial reports and facilities needs based upon expenses and revenues. Provides advice and oversight of the organization's financial operations and budget. Reviews and recommends to the Board as necessary to provide adequate programs and services to the CTECS community. Ensures that the Board is well informed about the organization's finances and educates the Board on financial matters.

- Policy Review Committee

The Committee recommends changes to the Board regarding current Board policies and new Board policies to ensure compliance with local, state, and federal laws and guidelines. These policies guide the operation of the organization, both legally and ethically. The CTECS Legal Director will serve as a fundamental guide during the policy development processes.

- Outreach and Partnership Committee

Responsible for developing and establishing working relationships with current and potential employers and highly trained technical staff. Works with the CTECS Executive Director on plans to meet those needs. Supports communications and networking to promote CTECS. Attracts and retains industry partners and supports government leaders. Responsible for making recommendations to the Board on the establishment of new technical career offerings and the reauthorization of existing technical career programs.

## **VIII. Report of the Executive Director**

Executive Director Dr. Solek introduced CTECS Fiscal Administrative Manager 1, Kisha Richardson who provided an overview of the current CTECS budget. In addition, she provided an update on the quarterly allotments in support of the districts programming.

### *Questions/Discussion included:*

*Board member Russell-Tucker, Board member Berch, and Executive Director Dr. Solek all commended Ms. Richardson on her enthusiastic and passionate report to the Board and providing purpose and insight to the value of funding.*

*Executive Director Dr. Solek commended the amazing support CTECS has received from CSDE, the Commissioner Russell-Tucker, Kathy Demsey, and the entire financial team at CSDE.*

**IX. Report of the Chair**

**X. Adjourn**

Meeting adjourned

The meeting adjourned at 11:43am.

Prepared by: Mr. Maxwell Waldorf, CTECS