

**DRAFT SUBJECT TO CHANGE**

Connecticut State Board of Education  
Connecticut Technical High School Committee  
Minutes of Meeting Held on  
May 16, 2012

Pursuant to notice filed with the Secretary of the State, the Connecticut Technical High School Committee (the "Committee") met on May 16, 2012, at Bristol Technical Education Center, Bristol, CT.

Committee Members Present:	Joseph J. Vrabely, Jr., Chair Theresa Hopkins-Staten Patricia Keavney-Maruca
State Department of Education	Patricia A. Ciccone, Superintendent Nivea Torres, Assistant Superintendent Robert Lombardi, Assistant Superintendent James Chasse, CTHSS Consultant Sandi Casberg, CTHSS Consultant Vinny Diana, CTHSS Consultant Pamela Charland
Bristol Technical Education Center	Joyce Mowrey, Principal Angel Rodrigues, Student Henry Haas, Student Jenna Miller, Student
State Vocational Federation of Teachers	Janis Hochadel, President

I. Chairman Joseph J. Vrabely, Jr called the meeting to order at 10:00 a.m.

II. Executive Session - None

III. Consideration of Minutes of April 18, 2012 CTHSS Committee Meeting

On a motion duly made and seconded, the Board voted unanimously to approve the minutes of the April 18, 2012, meeting.

IV. Public Participation - None

V. Consent Agenda - None

VI. Items Requiring Action

1. Revision of the Authorized Signers of the ED-099 Agreement for Child Nutrition Programs

Assistant Superintendent Robert Lombardi commented on how each school keeps monthly count of students receiving Free and Reduced Lunch. Central Office verifies these numbers monthly. Due to Mr. Lombardi's retirement the authorized signer responsibilities will be transferred to Jim Chasse.

VII. Items for Discussion

1. Fall Enrollment Activity

Superintendent Ciccone stated that the CTHSS has received 8763 total applications to date for the 2012- 2013 school year with a target enrollment of 3300 students to be accepted. She stated that the numbers were very good.

She handed out a hard copy and reviewed highlights of school recruitment efforts were being utilized by the following schools in the CTHSS to attract middle and elementary student interests:

Wolcott: Read Along at the elementary schools by mentors.

Norwich: Tours, Read Along, Easter egg hunt, 9<sup>th</sup> Grade Orientation cookout for entire families. Career Days are held at various schools where Norwich technology instructors participate.

O'Brien: Students from various Trades read and assist with math at Prendergast School in Ansonia. Students from that school also come to O'Brien and tour the shops and do small projects. O'Brien students have participated in the D.A.R.E program at Mead School with the Ansonia Police Dept. Organized and participated in a 911 memorial event with Mead School, Prendergast and Ansonia High School. Next year a tutoring program at Mead School with members of the O'Brien National Honor Society will begin.

Goodwin: Diloreto School is provided with tours for students in grades 6, 7 and 8. Programs offered at the school often involve siblings of current students.

Cheney: Cheney has engaged Verplank School in Manchester. Instructors take 20 mentor club members to the school to tutor students. A toy and clothing drive for the needy students is held annually. On June 6, 2011, 65 Verplank students will visit four Cheney shops. Cheney shop teachers and counselors visit area elementary schools to talk about their trades on career days. Elementary school parents ask questions and learn about Cheney when they attend R.S.C.O. fairs. We invited students to attend athletic contests free to establish a bond for the future.

Abbott: Hairdressing invited the elementary schools to get haircuts. The National Honor Society also hosted elementary students.

Prince: A tutoring program has been established with the students at Annie Fisher School.

## 2. Cut Scores

Mr. Lombardi handed out a packet entitled How Applications are Scored and he went over the materials in detail. The following information was in the packet:

### Points are based on:

- CMT Language Arts and Math Scores (42 pts.)
- Students without CMT scores are given a 76 question CTHSS Language Arts and Math Exam (42 pts.)
- Current Math, Science, English and Social Studies Grades (48pts.)
- Attendance (10pts.)
- Personal Statement (10pts.)
- Reason for wanting to attend

### How numeric acceptance level for letters offering admission is determined

- Each school has an appointed Admissions Advisory Committee which advises principal on the manner in which the ranked list is used to select applicants (can vary from rank for special circumstances).
- Each school has a targeted number for its 9<sup>th</sup> grade enrollment based on a calculation of 18 students per 2 person shop. Adjusted for 1 or 3 teacher(s) shops and for room size/equipment limitations.
- Applications ordered from highest to lowest score. They are counted from top scores down the list reach the "target" number of acceptance letters that should be sent.
- Schools then factor in the 3 year average of the number of students who confirm their acceptance and are no longer present by October 1<sup>st</sup> of that year.
- The admissions level becomes the score of the last student selected to be sent an acceptance letter.
- If there is a tie, all students with that score are sent acceptance letters.

Mr. Lombardi shared an illustration of Abbott, Kaynor and Norwich, three schools across the state that need to take in approximately 220 grade nine students for the 2011-2012 school year. Abbott received 313 total applications; therefore its admissions level is 56. Kaynor received 761 total applications, their admissions level is 80, making it much higher than both Abbott's and Norwich's. Norwich had 433 total applications and its admissions level is 68. The more applications a school receives will make their initial admissions higher. It is important to note that the level continues to drop after waivers of acceptance letters are sent and confirmation is received.

Mr. Lombardi also reviewed applicant data for 2011-2012 target 9<sup>th</sup> grade class size based on Shops/Teachers. He used Abbott, Kaynor and Norwich as examples. He reviewed the number of acceptance letters, confirmed acceptances, confirmed acceptances that later cancelled and total cancellations. He also reviewed the average 3 year loss of students who confirm their acceptance but are no longer in the school on October 1<sup>st</sup> of that year.

### 3. A.I. Prince Sheff Issues

Ms. Ciccone handed out a hard copy to all members of the following Sheff Report:

The Greater Hartford Regional Technical Schools involved with the Sheff initiative continue their united efforts to recruit students to technical offerings at Cheney (Manchester), Vinal (Middletown), Goodwin (New Britain) and Prince (Hartford). All Recruitment fairs hosted in the Greater Hartford Regional was attended by each of the four schools as well as Central Office personnel.

The CTHSS has partnered with the Pita Marketing Group in Rocky Hill to develop a strategic marketing campaign that addresses both fulltime applicants and potential applicants to the Summer DEMO (Daily Experience Means Opportunity) Camp held in each of the four schools. Direct marketing strategies include direct mailings to targeted towns, newspaper inserts in various publications as well as "bus kings" that travel in the greater Hartford region. Displays have been updated and include professionally designed table top displays, table covers and colorful signs for each of the respective schools.

Each school offers a comprehensive After-School program that addresses academic need as well as extra-curricular clubs and activities to promote student involvement. Late buses allow students to access afterschool activities and interscholastic sports.

Prince Tech hosted an event for suburban students that chose Prince as a second, third or fourth choice. The evening included a spectacular dinner followed by a guided tour by both students and staff. Over 125 people attended this event that specifically targeted 38 students. This event yielded 9 additional acceptances from targeted towns.

Vinal Tech despite efforts in the Hartford Schools continues to struggle to both attract and retain students to the Middletown campus. Transportation and distance continues to be the major factor. A second bus (North & South regions) to limit the commuting time has been discussed by the RSCO partners.

Cheney Tech continues to make great progress toward satisfying the goal but has to be balanced an every-changing demographic in the Manchester area and surrounding districts. The intended goal of Sheff may reverse the racial balance of Cheney, which will result in an unbalanced population. The current Cheney population is now eligible for Title 1 status.

Goodwin Tech has satisfied the goal set by Sheff agreement and continues to naturally attract students from the Hartford schools.

Issues: Suburban schools continue to be uncooperative in promoting the opportunities available at Prince Technical High School. As evidenced by various school web sites, Prince is not listed as a school of choice in the surrounding districts.

4. Articulation Plant with the Community College

Joseph J. Vrabely Jr., President Atlantic Steel & Processing, LLC was concerned with how many students from CTHSS further their education at Community Colleges. Most CTHSS students go directly into the work force straight out of High School and do not take the opportunity to enroll in a Community College. Mr. Vrabely Jr. was concerned that not having enough graduates to meet the needs of the trade community. He said "at the end of the day we need well trained trades people."

5. Are there programs in place to go to elementary schools to expose the youth to the CTHSS

Ms. Ciccone mentioned the earlier discussion at the start of the meeting and that it is necessary to remind sending schools that we need access to all students and not just a group of students.

VIII. Report of the Superintendent

The Superintendent mentioned concerns she had with the conditions of the buildings of both, Eli Whitney and O'Brien. Wilcox would be going under demolition. Ms. Ciccone discussed her concern for filling vital positions at Central Office. Ms. Ciccone mentioned the growing state deficit and her concerns for its impact on the operating budget. She also discussed budget reductions that are coming and their impact as well as the surplus payroll vacancy dollars, where they are being spent to ease building conditions thru-out the district.

IX. Other Matters - None

X. Public Participation - None

XI. Adjournment

There being no further business, the meeting adjourned 12:00 p.m.

The Culinary Arts students prepared a buffet breakfast. Ms. Mowrey, Bristol TEC principal, offered tours to everyone who was interested. Several members took tours of BTEC with students from the Culinary Arts, Electronics and HVAC Programs.