

**CAREERTEC Board of Directors Meeting**  
**VIRTUAL GOOGLE MEETING WITH CareerTEC**  
Freeport, IL 61032  
**Thursday, August 6, 2020**

**MINUTES OF THE VIRTUAL MEETING OF THE CAREERTEC BOARD OF DIRECTORS**

The virtual meeting of the CareerTEC Board of Directors was conducted under the following format at 1:56 p.m., Thursday, August 6, 2020, with CareerTEC, Freeport, Illinois.

**I. ROLL CALL**

Virtually present in Google meeting and responded to roll call were Supt. Jason Grey, Dakota District; Supt. Anna Alvarado, Freeport District; Supt. Mike Schiffman, Pearl City District; and Supt. William Faller, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, recording secretary. Absent were Supt. Kurt Alberstett, Durand District; and Supt. Doug DeSchepper, Orangeville District.

**II. APPROVAL OF AGENDA**

Motion was made by Faller to approve the agenda; seconded by Grey. Motion carried following roll call vote with Alvarado, Schiffman, Faller and Grey all in favor.  
**Motion carried 4-0.**

**III. APPROVAL OF MINUTES**

Motion was made by Faller to approve the June 4, 2020, and July 28, 2020, Board of Directors open-session minutes; seconded by Alvarado. All in favor with roll call vote: Schiffman, Faller, Grey and Alvarado all in favor.  
**Motion carried 4-0.**

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

There were no communications or public comments.

**V. INFORMATIONAL ITEMS**

**A. CTEI State Funding**

**FY20 grant:** \$398 left to receive. Purchases to be made to utilize funds received but not expended yet. Grant extended to June 30, 2021.

**FY21 grant** allocation of level funding received, but application not open yet.

**B. Perkins Funding**

**FY20 grant** will end August 31, 2020. Final purchases will occur in August to finish the grant.

**FY21 Grant** allocation of level funding received but application not open yet.

**C. Updated FY21 Enrollment numbers**

Updated enrollment sheet as of 7/30/20 was included in the packet.

**D. CTE Technical Assistance Visit**

Brian sent to the Board the report from the TAV that he received June 30 from ISBE consultant Whitney Mehaffey. It had no findings but highlighted recommendations to implement improvement strategies.

**E. CLNA/FY21 Consolidated Application**

Brian submitted CLNA but still waiting for final processing at ISBE for opening grant app.

**F. Beginning of School Year Plan**

New Student Orientation at HCC will be 6 p.m., Tues., Aug. 11 with programs grouped in separate rooms, and Brian and Sam Schaible will present via Zoom before teachers work with their specific students/parents/guardians. Meeting needs to be in person due to forms and payments that need to be collected. HOYA orientation to be Aug. 18 & 19 at St. John's, and Culinary will be Aug. 17, also at St. John's. Students and counselors have been notified. Due to Phase 4 rules and social distancing guidelines in response to COVID-19, the meetings will be multiple smaller groups in Fellowship Hall. Teacher institute will be Aug. 21-26; two of those days (Aug. 25-26) are remote teaching planning days. On Aug. 25, Deb Endress from ROE is planning to come to St. John's for half-day professional development focusing on essential principles of Common Core in ELA, Math and Science as related to CTE content areas as well as social-emotional issues.

**G. Special Staff Meeting**

On July 29, Brian held a special in-service, in-person meeting with all six teachers at St. John's to prepare for the start of the school year. Good discussions related to school protocols for COVID-19. Teachers expressed concern but prefer in-person instruction. Temp and symptom checks will be done with students prior to classroom entrance.

**H. Drug Screen Information/Attorney Advice**

CareerTEC attorney Adam Dauksas gave language that Brian used to amend the HOYA drug screen policy and consent form and will use in an agreement for sharing drug screen results between CareerTEC and schools. To answer questions raised at the June meeting, Brian found out that FHN and CareerTEC do the same drug test. Monroe Clinic's test is a little different but still finds the same result. The attorney also advised that when teachers are live-teaching, that the webcam be directed on the teacher as much as possible and avoid the use of student names and other identifiable information. Also, Dauksas advised teachers to avoid any activity that requires students to take off their masks. Parents also need to be reminded that going to community college, nursing facilities, or anything school-related is a risk and, by attending, families are self-certifying that they are free of COVID-19 and assume the risk.

**I. Fall Planning for CareerTEC**

Staff raised questions regarding the CareerTEC attendance policy, subs, and what students that elect remote learning are to do for their CareerTEC class. Brian has measured the classrooms at St. John's and doesn't expect any social distancing issues for CIB or CIS. With 25 students, HOYA classroom will only be 4 – 5 feet apart instead of the recommended 6 feet (when possible). Culinary and Construction teachers will plan to space students out to the best of their ability.

**VI. Consent Agenda**

**1. Motion to Approve Routine Items**

Motion was made by Faller to approve July bills plus the destruction of closed-session recordings prior to February 1, 2019; seconded by Schiffman. Roll call vote was taken with Grey, Alvarado, Schiffman, and Faller all in favor.

**Motion carried, 4-0.**

**VII. ACTION ITEMS**

**A. Motion was made by Faller** for Annual Affirmation of Current Policies and Procedures.; seconded by Schiffman. Roll call vote was taken with Alvarado, Grey, Schiffman, and Faller all in favor. **Motion carried, 4-0.**

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- B. Motion was made by Faller; seconded by Grey for Mike Schiffman to continue as the Ethics Officer for FY21. All in favor by roll call vote: Grey, Alvarado, Schiffman, and Faller. **Motion carried, 4-0.**
- C. Motion was made by Grey; seconded by Alvarado to continue with Fifth Third as our depository bank. Roll call vote was taken with Alvarado, Grey, Schiffman, and Faller all in favor. **Motion carried, 4-0.**
- D. Motion was made by Faller to Affirm the Board of Control Officers with this second year of a two-year term with Doug DeSchepper as President, Mike Schiffman as Vice President, Amy Baker as Treasurer, and Jody Ackerman as Recording Secretary. Motion was seconded by Grey. All in favor with roll call vote: Schiffman, Grey, Alvarado and Faller. **Motion carried, 4-0.**
- E. Motion was made by Faller to approve the FY21 CareerTEC Budget presented; seconded by Alvarado. Roll call vote was taken with Alvarado, Grey, Schiffman, and Faller all in favor. **Motion carried, 4-0.**
- F. Motion was made by Schiffman, seconded by Alvarado, to Approve FY21 Fall Plan A which includes in-person instruction in 75-minute classes instead of 90 minutes. Times will change to line up with Freeport High school's Bell Schedule with the following class times: AM1 7:25-8:40, AM2 8:45-10:10 and PM Noon-1:15. CareerTEC's existing attendance policy will remain for locations other than HCC because most HCC classes don't offer remote learning. We will not use subs. If they can't be in classroom for some reason, teachers are to conduct class remotely, if possible. If they can't, class will be cancelled. Students may attend CareerTEC class in person even if they elected to do remote learning at their home school. Roll call vote was taken with Grey, Schiffman, and Alvarado in favor, and Faller opposed. **Motion carried, 3-1.**
- G. Approval of Closed Session items (NONE)

**VIII. ADJOURNMENT**

Motion was made by Faller to adjourn meeting at 2:25 p.m.; seconded by Alvarado. All in favor with roll call vote: Faller, Alvarado, Schiffman and Grey in favor.

**Motion carried, 4-0.**

  
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Mike Schiffman, FY21 Vice President

  
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Jody Ackerman, Recording Secretary