

**CAREERTEC Board of Directors' Meeting**  
**Thursday, December 9, 2021**  
2037 W. Galena Ave.  
Freeport, IL 61032

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

The meeting of the CareerTEC Board of Directors was conducted under the following format  
Thursday, December 9, 2021:

**I. ROLL CALL**

Present and responded to roll call at 1:30 p.m. were Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District; Asst. Supt. Bsns Patrick McDermott, representing Freeport District; Supt. Jeff Milburn, Orangeville District; Supt. Carl Carlson, Pecatonica District; and, via phone, Supt. Mike Schiffman, Pearl City District. Also in attendance were Brian Greene, System Director; and Jody Ackerman, Recording Secretary.

**II. APPROVAL OF AGENDA**

Director requested addition of informational item L. Student Survey to the agenda. Motion was made by Alberstett to approve the amended agenda; seconded by Schiffman. Motion approved by voice vote. Motion carried 6-0.

**III. APPROVAL OF MINUTES**

Motion was made by Grey to approve the November 4, 2021, Board of Directors' open-session meeting minutes; seconded by Alberstett. Motion approved by voice vote. Motion carried 6-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

There were no communications or public comments.

**V. INFORMATIONAL ITEMS**

- A. FCAE Presentation:** The program advisor from FCAE (Facilitating Coordination in Agricultural Education), John Heiser, presented highlights of changes and additions within the Agriculture pathway. He emphasized professional development available to Ag, Industrial Arts and FCS teachers, new Ag matrix, and new middle school program start-up grants through the IFG.
- B. CTEI Grant FY22:** Director Brian Greene reported that two payments totaling \$66,664 have been received and there are 2 vouchers of \$35,500 each that have been issued by ISBE but no comptroller action yet.
- C. Perkins Grant:** Reimbursement of \$11,101 was received, as requested. Jody is still working on purchases for this \$77,361 grant. After shifting some requests from Perkins to ESSER grant, we were able to submit an amendment and get approval in Perkins for a stackable washer/dryer for culinary and HOYA programs at St. John.
- D. ESSER Grant:** Final payment of \$1,432 was received to complete the ESSER 2 grant. The FY22 ESSER 3 (American Rescue Plan Elementary and Secondary School Emergency Relief III) grant budget was approved 11/9/21 with our allocation of \$30,459 and purchases have begun.
- E. Educator Career Pathway Grant**  
Brian reported that CareerTEC was awarded \$249,000 for the second year of this grant. Three vouchers of \$49,800 are awaiting the Comptroller's action. All funds will be transited to Freeport School District for them to utilize for budgeted activities.

**F. Manufacturing Month Results**

Brian reported there were 223 student responses to the scavenger hunt following the Manufacturing Month presentation done at the schools. Eighty students answered all 10 questions correctly and are eligible for one of 20 \$10 gift cards. 172 students will be receiving a Manufacturing Month T-shirt for answering at least 8 questions correctly.

**G. Principal and Counselor Meetings**

Brian held meetings with both groups in November. In each meeting Brian reviewed the 22-23 course offering guide, discussed grant updates, and went over the CLNA process that includes the Program Data Review (PDR), which is now open in IWAS and needs completed before the Local Needs assessment can be done to allow Brian to do the CLNA. Brian is meeting with Durand next week to help with their PDR. Brian advised completing PDR in January so they have plenty of time for LNA, which is due March 15. Brian also shared with both groups the idea of a CareerTEC Fair/Recruiting day for students to meet the teachers and see the classrooms at St. John and HCC. All liked the idea and the counselors recommended having this event in mid- to late-January 2022. They also liked having a junior high Career Fair and recommended a May 2022 date.

**H. 2022-2023 Course Offerings Guide**

The course offerings guide was shared with the Board last month and action was tabled to gain more clarity for the addition of Freeport's Basic Fire Fighting and Education Career Pathway courses. Supt. Dr. Alvarado spoke to Sarah Hasken about these courses not having the same entrance requirements as other CareerTEC courses. Freeport High will only be able to offer these two classes one time during day so if students don't meet CareerTEC guidelines they don't have another option like the other Freeport CareerTEC courses offer. Both courses will let up to 8 out-of-district students and each individual school can put their own enrollment guidelines on their students. Enrollment will be on a first-come, first-serve basis using the application time stamp. We will need a deadline for Freeport enrollment number to determine if any seats available for outside schools. Discussion was also held regarding the new Business Management course Freeport requested to be offered for periods 3-4, which will serve Freeport students. This would be taught by Elizabeth Hazzard at St John and increase her FTE from .5 to .75 with minimum of 10 enrollees required to have the class. Freeport High is also interested in changing their Academy's Game Design program to Information Technology at CareerTEC, which Doug Meyers is certified to teach Cisco Academy classes. The course would either be cybersecurity or networking taught during period 3-4. This would take available time away for any CareerTEC IT work Doug currently does, and Brian suggests he log hours and we pay him an hourly rate for that work. The guide also has a change for HOYA 2 students being in the classroom 3 days per week instead of 2. Students will still have enough time for their apprenticeship time of 8 hours per week.

- I. Dec 13-17 Schedule:** CareerTEC courses will run as normal during Dec 13-17. PC and Dakota districts are doing semester exams this week and, if there is a conflict, we will not count absences for their students if it's because of exams.

**J. January Board Meeting**

The main item on the January agenda of bill approval can be approved through the fiscal agent, FSD145, then presented to CareerTEC board at the February meeting.

**K. Director Holiday Leave**

Brian notified the Board, as his contract states, that he will be gone Dec 20-Dec 31 for winter break, which is more than 3 consecutive days.

**L. Student Survey**

Brian learned during an ISBE meeting that there will be a survey sent out in January that they want students in any CTE classroom to complete. If possible, ISBE would like non-CTE students to complete it, too.

**VI. Consent Agenda**

1. **Motion to Approve Routine Items: November bills and**
2. **Destruction of Closed-Session Recordings prior to 6/1/20**

Motion was made by Milburn to approve consent agenda; seconded by Alberstett. Roll call vote was taken with Grey, Alberstett, McDermott, Schiffman, Carlson and Milburn all in favor.  
Motion carried, 6-0.

**VII. CLOSED SESSION NONE**

**VIII. ACTION ITEMS**

**A. Approval of 2022-2023 Course Offerings guide with the new courses**

Motion was made by Alberstett to approve the 2022-2023 course offerings guide with the inclusion of the new courses discussed; seconded by Schiffman. With roll call vote, Grey, Alberstett, McDermott, Milburn, Carlson and Grey all approved.  
Motion carried 6-0.

**B. Approval of Cancellation of 1/6/22 Board meeting**

Motion was made by Grey to approve the cancellation of the 1/6/22 Board meeting; seconded by Alberstett. All approved with voice vote.  
Motion carried 6-0

**IX. ADJOURNMENT**

Motion was made by Alberstett to adjourn at 2:10 p.m.; seconded by Grey. All approved with voice vote.  
Motion carried 6-0



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Carl Carlson, Board Member

  

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Jody Ackerman, Recording Secretary

