

CAREERTEC Board of Directors' Meeting
Thursday, February 10, 2022
CareerTEC
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, February 10, 2022.

I. ROLL CALL

Present and responded to roll call at 1:36 p.m. were Supt. Jason Grey, Dakota District; Supt. Anna Alvarado, Freeport District; Supt. Mike Schiffman, Pearl City District; and Supt. Carl Carlson, Pecatonica District. Also in attendance were Brian Greene, System Director; and Jody Ackerman, Recording Secretary.

Absent were Supt. Kurt Alberstett, Durand District; and Supt. Jeff Milburn, Orangeville District.

II. APPROVAL OF AGENDA

Motion was made by Carlson to approve the agenda; seconded by Grey. All in favor with roll call vote.

Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Carlson to approve the open-session minutes from the December 9, 2021, Board of Directors' meeting; seconded by Alvarado. All in favor with roll call vote.

Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

Public Comment was made by the Rev. Hank Fairman of St. John UCC thanking everyone for the safety measures being taken during the COVID pandemic. He also shared and asked that we share with others that they are holding vaccination clinics monthly at the church open to all. Director Greene relayed that he had communication from a parent this past Monday asking what rules HCC or Freeport had regarding masking.

V. INFORMATIONAL ITEMS

A. CTEI Grant

B. Perkins Grant

C. ESSER Grant

D. CTE Career Education Pathway Grant: Director Greene relayed that all four grants are progressing as expected. Reimbursements received as requested for the two federal grants and we've received payments from the two state grants.

E. ISBE Updates

Brian reported that schools are working on the Program Data Review and/or LNA. They are due March 15 but ISBE is having problems. The site is under maintenance and has been down for a month. Perkins measures data is incorrect, which ISBE is aware of. When issues are resolved, we are to have 30 days to complete reports.

F. CareerTEC Presentations and Online Registration

Brian made CareerTEC presentation on Jan. 27 to 85 Pec sophomores at Pecatonica High School. Yesterday, 45 Orangeville sophomores and juniors came and toured the classrooms and heard presentations by teachers at St. John and HCC. Tomorrow, Dakota, Durand and Pearl City sophomores will do the same. Then Brian and the CareerTEC instructors are presenting to Freeport sophomores at the Jeanette Lloyd Theater. He did a presentation at parents' night at Orangeville on Feb 1 and had an online parent night last night with 19 parents joining. Our online student application Google form is open and the 2022-2023 course catalog is on our website.

G. CPFM Sanitary certifications

The culinary students took the Certified Professional Food Manager exam back in October. The instructor, Steve Konefes, was pleased with 16 of the 20 students passing the exam. Two of the four that failed are planning to retake the exam.

H. CompTIA A+ Certifications

The CIS instructor Doug Meyers was happy to report that he had three students pass exam one of the two exams for the A+ Certification in the first semester. Plus he had two students pass the Net+ exam, which is the first time any student has passed that exam. This is the first year that taking a certification exam was a requirement for semester exam so he felt that pushed the students more. The students that did not pass can retest in second semester.

I. CTYA 22-23 project

This year's new teacher, Dan Harrington, is doing new things with the students for which Brian is very pleased. The Stephenson County Fair board has reached out to us initially to redo one of the buildings but has since changed to putting up new building. Dan has attended one of the board meetings and has had multiple discussions with their executive director, Kate Boyer. Brian and Dan will work on the details for the agreement. Brian asked for the Board's input regarding roofing. The Board felt that students could learn roofing on smaller projects like a shed where they can work off of a ladder and not be actually on top of a roof. Supt. Schiffman voiced concern about working with steel and if there are specific safety gear the students would need. Supt. Carlson recommended refer to OSHA guidelines.

J. Surveys

Brian gave the count by school of the 765 surveys submitted for the Measurement Inc.'s IL CTE student Survey. Over 120,000 surveys were completed in the state. Brian is awaiting final results, which he will then send to the schools. This info will help schools complete their Local Needs Assessment. There will be a CTE survey for all IL superintendents in February. Brian plans to send a parent survey to the schools this week and has asked Greater Freeport Partnership to distribute a survey to the local businesses.

K. Masking Guidelines

With the Feb. 4 temporary restraining order suspending enforcement of mask mandate for students, Brian had communicated to the CareerTEC teachers that students would follow their home school guidelines in our classes (Freeport and Pec still require masks). However, Rev. Fairman at St. John relayed that the church council policy is mask mandatory in all group settings and, therefore, all at St. John need to be masked. CareerTEC Board members stated "their house, their rules."

L. Upcoming CareerTEC Events

Brian has notified the CTE teachers, principals and counselors of two events planned. The CTE teacher In-service to be held March 9 with Deb Endress from ROE presenting on social emotional learning and mental health. Then April 8 will be the annual Grant Planning day.

M. Tuition Increase

Following the Freeport teacher contract, the CareerTEC teachers received substantial increases this year and will receive another in the fall for FY23. The last tuition increase was \$100 back in August 2010. Brian checked with other area career centers for comparison. Whiteside ACC charges \$1,155 tuition per student, but they keep all the grant monies at the center. The JoDaviess-Carroll CTE Academy charges \$3,100 per student. Jody relayed this fiscal year's beginning fund balance (without committed grant funds) less the \$50,000 budget deficit for this year plus (if no tuition increase) the \$43,000 deficit from teacher costs for next year would bring balance down to \$200,000. Jody also shared the comparison she did for current year and 2013 tuition funded teacher costs putting teachers at the same FTE as current day and the same enrollment number for tuition which reflected a 9.5% increase. A \$100 tuition increase is 7.2% and a \$150 is 10.9%. She also reminded the Board that we've increased the amount of CTEI grant that we are using for system teachers' salaries rather than increasing costs to the districts. Supt. Grey asked if adding Eastland, who has previously inquired about CareerTEC, would be beneficial and promote stability with more students. The Board agreed and he will reach out to their Superintendent again.

N. St. John UCC Adjustment Request

Brian shared the letter that St. John UCC's church council sent following their receipt of Nicor's notice of increased cost of natural gas. The church is requesting an adjustment to this year's lease agreement to offset the portion of the high increase of natural gas cost that comes from CareerTEC's building use. They are asking for \$1,000 per month from Nov. 2021-May 2022, totaling \$7,000. Brian gave the Board a copy of the current lease agreement, which does have an item noted for utilities. Supt. Schiffman stated he wanted to see bills to which Rev. Fairman handed a sheet for everyone to see. With no more questions from the board and action item planned, Rev. Fairman departed from the board meeting.

VI. Consent Agenda

- 1. Motion to Approve Routine Items:** January bills with the addition of Monroe Clinic bill for random drug screening charge of \$110.00.
- 2. Destruction of Closed-Session Recordings prior to 8/1/20**
Motion was made by Carlson to approve consent agenda; seconded by Grey. Roll call vote was taken with Carlson, Schiffman, Alvarado, and Grey all in favor.
Motion carried, 4-0.

VII. CLOSED SESSION

Motion was made by Alvarado at 2:16 to enter into closed session, asking Brian and Jody to leave the meeting for the discussion regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the System or legal counsel for the System, including hearing testimony on a complaint lodged against an employee or against legal counsel for the System to determine its validity; seconded by Carlson. All in favor with voice vote. Motion carried, 4-0.

Resumption of regular meeting at 2:30 p.m.

VIII. ACTION ITEMS:

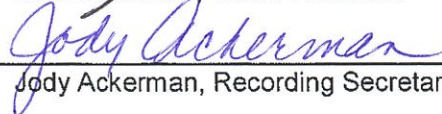
- A. Approval of Skyward Software Agreement 1 yr or 3 yr**
Motion was made by Carlson to approve 3 yr (FY23-FY25) software agreement at \$4,319 per year, reflecting 3.8% increase; seconded by Alvarado. Roll call vote was taken with Alvarado, Schiffman, Carlson, and Grey all in favor.
Motion carried, 4-0.
- B. Approval to change Board signer for 5/3 bank accounts**
Motion was made by Carlson; seconded by Grey, following Brian's recommendation to approve Dr. Mike Schiffman as the new 5/3 Bank signer following former Board president Dr. DeSchepper's retirement.
Roll call vote was taken with Alvarado, Carlson, Grey in approval and Schiffman abstaining.
Motion carried, 3-0-1.
- C. Approval of Tuition Increase**
Following Supt. Alvarado's request for what percent the \$150 increase reflects (which is 10.9%), Motion was made by Carlson; seconded by Alvarado, to increase tuition by \$150 to \$1,525 per student per year. Roll call vote was taken with Grey, Alvarado, Schiffman and Carlson in favor.
Motion carried, 4-0.
- D. Approval of St. John UCC Adjustment Request**
Motion was made by Carlson; seconded by Schiffman, to table this action item so more actual cost information could be acquired instead of estimations and the whole Board was assembled.
Roll call vote was taken with Grey, Alvarado, Schiffman, and Carlson in favor of tabling.

IX. ADJOURNMENT

Motion was made by Grey to adjourn at 2:40 p.m.; seconded by Carlson. All in favor by voice vote. Motion carried 4-0.



Mike Schiffman, Board President



Jody Ackerman, Recording Secretary

