

**CAREERTEC Board of Directors' Meeting**  
**Thursday, March 17, 2022**  
**CareerTEC Office**  
Freeport, IL 61032

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

The meeting of the CareerTEC Board of Directors was conducted at 1:35 p.m., Thursday, March 17, 2022 at the CareerTEC office, Freeport, IL.

**I. ROLL CALL**

Present and responded to roll call: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand 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 from meeting was Supt. Anna Alvarado, Freeport District; and Supt. Jeff Milburn, Orangeville District.

**II. APPROVAL OF AGENDA**

Motion was made by Carlson to approve the agenda; seconded by Alberstett. Roll call vote: Grey, Alberstett, Schiffman, Carlson all in favor.

Motion carried 4-0.

**III. APPROVAL OF MINUTES**

Motion was made by Carlson to approve the open- and closed-session minutes from the February 10, 2022, Board of Directors' meeting; seconded by Grey. Roll call vote: Schiffman, Carlson, Grey and Alberstett all in favor.

Motion carried 4-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

Director Brian Greene relayed a public comment that came via phone call. The person's child was interested in Culinary, but the parent questioned why the course was held at a church and asked why this isn't a violation of separation of church and state.

**V. INFORMATIONAL ITEMS**

- A. **CTEI: FY22:** Payment of \$33,700 was received in February and on March 3 we received \$12,000. The dollars we have are still covering the obligatory expenditures but close to level to start making purchases for the schools.
- B. **Perkins:** Reimbursement of \$2,536 was reimbursed as requested. Jody sent each high school's grant spreadsheet update to the respective principal before the principal meeting held Feb 24.
- C. **ESSER 3 Grant:** Reimbursement of \$8,137 was received as requested during February.
- D. **Education Career Pathway RFP:** After the March 3<sup>rd</sup> payment from ISBE, we have now received all of the \$249,000 award for Freeport High School. The final payment will be transited to FSD145 in March.
- E. **Mall of Life Event:** This was held Feb. 23 for approximately 100 students from Dakota, Aquin and Tri-County schools. The Feb. 22 date for Orangeville and Pearl City couldn't be held due to icy roads. HCC room is booked solid so we couldn't reschedule there. Pearl City has been supplied materials for them to discuss using a checkbook, and we have agreed to help Orangeville run its own Mall of Life at their school. Brian shared the positive evaluation results from participants and presenters.

- F. **HOYA updates:** Student pinning ceremony is scheduled for May 18 with guest speaker Cassandra Eull, who started her career in healthcare as a former HOYA student. She holds Masters of Science in Nursing and is the program director at the Center for Wound Healing at FHN. Second round of random drug testing is almost completed and so far, all have been negative. Clinicals are going well at Park View, Allure in Mt. Carroll and Medina in Durand. We have some concerns for next year as three local facilities have restrictions through Dec. 2023. Finally, received FY21 CNA state exam results with 86% pass rate.
- G. **St. John UCC Updates:** St. John has updated its masking policy to mask-optional. Our teachers are encouraging masks but not requiring. Following up on last month's request to help pay the increased Nicor costs, Rev. Fairman has agreed to wait until May to review actual costs and assess at that time.
- H. **2022-2023 Online Applications Update:** Brian disseminated in the Board packet a spreadsheet giving breakdown of school and program numbers as of March 15. Colleen has shared spreadsheet links with the school counselors so they can track their applicants. April 4th is the due date for guaranteed enrollments. We have increased enrollment this year at 156 students compared to last year. Due to Brian's illness, Colleen represented CareerTEC at Aquin's College and Career Fair. She received lots of interest from students. We currently have a wait list for Industrial Tech class with 17 apps and the seat limit of 12. Brian has reached out to Scott Anderson to discuss possible expansion to add another section. One of the current instructors is out on medical leave.
- I. **Counselor / Principal meetings:** Brian met virtually with principals Feb 24 and counselors Feb 25 for their quarterly scheduled meeting.
- J. **PDR/LNA/CLNA:** Entry for this is now open in IWAS portal. Deadline for PDR and LNA was extended to April 4<sup>th</sup>. The CLNA deadline is now April 30 but all the schools' PDR and LNA are required before Brian can work on it.
- K. **Junior High Career Fairs:** The CLNA wanted more career information to junior high students. From the counselors' feedback, we are planning May 16 and May 18 for career fair at HCC. Planning to set up booths for each career cluster with Freeport & possibly Pearl City to attend May 18 and the rest of the schools on May 16. This year we purchased YouScience software for the middle schools and most use Xello.
- L. **CTE Two-Page Document:** Brian sent the ISBE informative fact sheet that was created to inform Illinois residents of our CTE programs. He asked them to post to their website.
- M. **TRS Supplemental Saving Plan:** We are waiting for Freeport to share the finalized agreement before we make it an action item. All other schools have submitted their agreement to TRS but so far have low interest by members to participate.
- N. **Program Updates:** A newsletter containing updates for all the programs was emailed yesterday to schools, families, and will be posted on the website.
- O. **Director Vacation Time:** The director contract states that he is to inform the board of days out of office longer than 3 days in length. Brian will be out during break next week.

## VI. CONSENT AGENDA

### 1. Motion to Approve Routine Items:

Motion was made by Alberstett to approve February bills and the destruction of closed-session recordings prior to September 1, 2020; seconded by Carlson. Roll call vote: Grey, Alberstett, Schiffman and Carlson all in favor.  
Motion carried, 4-0.

## VII. CLOSED SESSION

The CareerTEC board went into closed session at 1:50 p.m. for discussion of employment, compensation, or performance of specific system employees.

**Regular open meeting resumed at 1:59 p.m.**

**VIII. ACTION ITEMS:**

**A. Approval of Director Salary and Contract:**

All Board members approved the CareerTEC director 3-year contract for Brian Greene that Supt Schiffman had sent them. Motion was made by Grey; seconded by Carlson to approve 3% salary increase for FY23 and the three-year CareerTEC director contract for Brian Greene. Roll Call vote was taken with Alberstett, Schiffman, Carlson and Grey in approval.

**Motion carried 4-0.**

**B. Approval of Closed-Session items:**

Motion was made by Carlson and seconded by Alberstett to accept **Dan Harrington's resignation**. Roll Call vote was taken with Grey, Alberstett, Schiffman, and Carlson in approval.

**Motion carried 4-0.**

Motion was made by Grey and seconded by Alberstett to **hire previous year CTYA instructor Brad Miller to complete the FY22 school year CTYA instruction** at his previous rate of pay from last year plus extra to cover increased gas cost for the travel. Roll Call vote was taken with Alberstett, Schiffman, Carlson and Grey in approval.

**Motion carried 4-0.**

**C. Approval to advertise for FY23 CTYA instructor:**

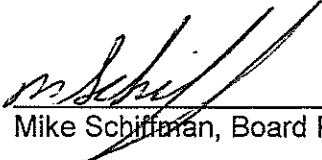
Motion was made by Alberstett and seconded by Carlson to advertise for FY23 CTYA instructor. Roll Call vote was taken with Grey, Alberstett, Schiffman, and Carlson in approval.

**Motion carried 4-0.**

**IX. ADJOURNMENT**

Motion was made by Alberstett to adjourn at 2:02 p.m.; seconded by Carlson. All approved with voice vote.

**Motion carried 4-0.**

  
Mike Schiffman, Board President

  
Jody Ackerman, Recording Secretary

