

**CareerTEC Board of Directors' Meeting**  
**Thursday, May 4, 2023**  
**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, May 4, 2023, at the CareerTEC office in Freeport, Illinois.

**I. ROLL CALL**

Responded to roll call at 1:35p.m.: Supt. Jason Grey, Dakota District; Supt. Anna Alvarado, Freeport District; Supt. Jeff Milburn, Orangeville District; and Supt. Mike Schiffman, Pearl City District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. Absent were Supt. Kurt Alberstett, Durand District; and Supt. Carl Carlson, Pecatonica District.

**II. APPROVAL OF AGENDA**

Motion was made by Milburn to approve the agenda; seconded by Grey. All in favor by voice vote.

Motion carried 4-0.

**III. APPROVAL OF MINUTES**

Motion was made by Grey to approve the open- and closed session minutes for the April 6, 2023, Board of Directors' meeting; seconded by Alvarado. All in favor by voice vote.

Motion carried 4-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

There were no communications or public comments.

**V. INFORMATIONAL ITEMS**     *Director Brian Greene reported:*

**A. CTEI**

**FY23:** Received the April vouchered amount of \$9,803. That makes \$231,865 received of the \$248,199 grant. Purchases are being made for schools now. Amendment will be submitted by the end of May with any changes the schools request.

**FY24:** Brian shared the breakdown of allocations for the schools, which has been shared with the teachers, principals and counselors in April meetings. The overall allocation is the same base amount as current year plus a projected additional allocation of \$9,412, which must be used to expand access for underserved students and/or to improve program quality through investment to meet industry standards. This additional money will be provided once the appropriations are finalized.

**B. Perkins**

**FY23:** We received \$3,568 reimbursement in April, as requested. Similar to the CTEI grant, schools are to submit any changes to reqs so we can process an amendment as needed by May 31.

**FY24:** Brian shared the breakdown of allocations for the schools and noted that the total allocation dropped \$1,695 from FY23 with total being \$92,862. This allocation is based on FY23 age 5-17 population and the FY23 poverty count for each school.

**C. Education Career Pathway Grant:** We received \$41,707 payment, which will be transited to FSD145. We expect final \$41,707 payment in June. This is the 3<sup>rd</sup> year of the four-year grant being funded at 67% with FSD matching 33%.

- D. Adkins Energy Grant.** After receiving a letter from Adkins Energy, Brian submitted grant application to them for up to \$20,000 for tools and equipment for our Construction Trades program.
- E. Outstanding Students, Scholarship & Perfect Attendance Awards:** List of students that are recognized for these awards was given to Board members. Most of the awards will be presented to the students in their classes. Brian will present the overall Outstanding Student award and check to Samuel Walden at Durand's Senior Awards Night on May 10.
- F. Area Career Center Discussions with ISBE:** To generate more funding, Brian is in discussions with ISBE about applying to get CareerTEC approved as an area career center instead of just a region career center. He shared the three Area Career Center rubrics with the board members. Brian will investigate more before starting the application process.
- G. FY24 Enrollment Update**

The guaranteed enrollment sheet was given in the board packet. These numbers are up from the prior month and year. We have 274 guaranteed with 177 of those for our in-house students. There are still 27 Freeport students that have not submitted their applications despite being in Freeport's Skyward class roster. Those 27 seats will not be guaranteed for Freeport but the students are welcome to apply and if approved and room in the class yet, be enrolled at CareerTEC up until school begins on August 23.
- H. Tuition Increase**

Brian was going to address tuition at this meeting but Freeport School District hasn't finalized their teacher's contract yet in order for us to finalize our in-house teachers' salaries. This tuition discussion will be put off until next month.
- I. St. John UCC Adjustment Request:** St. John UCC Pastor Hank Fairman asked if the CareerTEC Board would pay for a portion of the increased Nicor bills from this past year. They will gather actual bills and calculate additional cost to present at the June meeting. Last year we paid half.

**VI. Consent Agenda**

**1. Motion to Approve Routine Items:**

Motion was made by Milburn to approve April bills and the destruction of closed-session recordings prior to November 1, 2021; seconded by Alvarado. Roll call vote was taken: Grey, Alvarado, Schiffman and Milburn all in favor.  
Motion carried, 4-0.

**VII. CLOSED SESSION NONE.**

**VIII. ACTION ITEMS:**

**A. Approval FY24 Board Meeting Dates**

Motion was made by Milburn; seconded by Grey to approve the Board meeting dates presented with July 6 date, if a July meeting needed. They follow the standard first Thursday following first Monday. All in approval by voice vote.  
Motion carried, 4-0

**B. Approval of SY24 HCC Dual Credit Agreement and MOU**

Motion was made by Milburn seconded by Alvarado to approve the SY24 HCC Dual Credit Agreement and MOU. Roll call vote was taken with Alvarado, Schiffman, Milburn, and Grey all in approval.  
Motion carried, 4-0

- C. Approval of Consortium's Initial E-Learning Plan & Verification Form**  
Motion was made by Alvarado; seconded by Grey to approve the Initial E-Learning Plan & Verification Form. Roll call vote was taken with Milburn, Grey, Alvarado and Schiffman, all in approval.  
Motion carried, 4-0
- D. Approval of HOYA Instructor Resignation**  
Motion was made by Milburn; seconded by Grey to approve Stacey Vock's resignation from the HOYA I teaching position. All in approval with voice vote.  
Motion carried, 4-0
- E. Approval to advertise HOYA Instructor position for SY24**  
Motion was made by Grey; seconded by Milburn to approve advertising the teacher opening position for HOYA. All in approval with voice vote.  
Motion carried, 4-0
- F. Approval of FY24 Teacher Agreements**  
Motion was made by Milburn; seconded by Alvarado to approve the teacher agreements, which were created using current year teacher salary schedule and moving each up a step recognizing the fact that the rates will change after the salary schedule is received from FSD145. For HOYA: L. Steele; Culinary: S. Konefes; CIS: D. Meyers; and CIB: E. Hazzard at 1.0 Full Time. Also for Jim Shaw at .65 FTE. Roll call vote was taken with Grey, Alvarado, Schiffman, and Milburn, all in approval.  
Motion carried, 4-0

**IX. ADJOURNMENT**

Motion was made by Grey to adjourn the meeting at 1:54 p.m.; seconded by Milburn. All in favor by voice vote.  
Motion carried 4-0.

  
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Mike Schiffman, Board President

  
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Jody Ackerman, Recording Secretary

