

CAREERTEC Board of Directors Meeting
Thursday, November 10, 2022
CareerTEC Conference Room
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 at 1:30 p.m., Thursday, November 10, 2022, at the CareerTEC office.

I. ROLL CALL

Present and responded in person to roll call: Supt. Kurt Alberstett, Durand District; Supt. Anna Alvarado, Freeport District; Supt. Mike Schiffman, Pearl City District; and Supt. Carl Carlson, Pecatonica District, were in attendance. Also in attendance was Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. *Absent was Supt. Jeff Milburn, Orangeville District, and Supt. Jason Grey, Dakota District, who arrived at 1:35 during the Course Catalog info item C.*

II. APPROVAL OF AGENDA

Motion was made by Carlson to approve the agenda; seconded by Alberstett. All in favor by voice vote.
Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Alvarado to approve the open-session minutes for the October 6, 2022, Board of Directors meeting minutes; seconded by Alberstett. All in favor by voice vote.
Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI Grant

FY23: Total Grant allocation of \$246,364. We've actually received the July through October vouchered payments in the month of October. Only obligatory expenses are occurring.

B. Perkins Grant

FY23 purchases are being made and reimbursements of \$17,594 and \$20,635, as requested, were received in October.

C. 2023-2024 Course Catalog: Main significant changes Brian shared were:

Removal of Freeport's Fire Science program because the teacher is retiring and there has been low enrollment in the program.

Addition of Money Management & Business Communications class to the business curriculum for the Freeport students during the AM2 (9:20 a.m. -10:50 a.m.) section on either an "A" block day or "B" block day. This would allow our current instructor to go from .5FTE to .65 FTE with at least 16 students per year enrolled. Hasken said they will mark the course as "recommended." We will need to weigh the enrollment vs. cost in spring. We will collect tuition for the enrollees. *(Grey arrived).*

Addition of Cybersecurity class to AM2 section for Freeport seniors as the second class for juniors that are currently taking Computer Networking I class. This will be taught by Doug Meyers during AM2 on the "A" block days. This will mean CareerTEC IT work will need to be preapproved and done at an hourly rate.

HCC's Criminal Justice program is under construction with the intent to build a new cybersecurity lab so the courses making up this program could change.

Increase fees for CIS I & II, Culinary, HOYA I, and add fee for Construction class.

HCC Auto Mechanics tuition amount schools pay increased.

Textbook fee increased for Cosmo I and Nail Tech I.

The application process will again use Google Form as it has worked well.

D. Emergency Drills: Brian relayed that the law enforcement and fire drills were run on Oct. 24. The fire alarm system still does not extend past the CareerTEC wing where HOYA II and culinary classes meet. Until this is resolved, which St. John still needs to take care of, teachers will use the emergency whistles and use the walkie talkies.

E. CareerTEC Recruiting/Career Events

CareerTEC's Manufacturing Day will be Nov 18. All member schools and Lena-Winslow are attending. Students will tour one of six different facilities in Freeport between 9 and 11 then head to HCC for lunch, expo booths and tour HCC's classrooms before closing speaker Anchor Harvey's plant Manager Marty Bodnar.

Our teachers and some of HCC's will be participating at Freeport's Nov 22 in person Career Fair.

We will again host program tours for Dakota, Durand, Orangeville, Pearl City, Pecatonica and Aquin sophomores & some juniors on January 20 for the programs held at St. John and HCC.

Brian also relayed that instead of doing a separate Career Fair for elementary students he plans to modify the CareerTEC Mall of Life that is scheduled for February to include more education, skills and career info for the 7th or 8th grade students instead of just the financial focus.

F. EFE Monitoring review. Brian sent the board members the results of the Level 1 Monitoring review that was conducted via virtual meeting with our new consultant Tricia Campbell. She reported that all paperwork and documentation seemed to be in order.

G. HOYA Drug Screens. Brian relayed that HOYA I and II programs completed their first round of random drug screenings through Monroe Clinic with only two students with non-negative results, but those ended up being due to prescriptions.

H. Sanitation Exam Results

Culinary instructor Steve Konefes reported 85% pass rate (highest of his 9 years at CareerTEC) of his 27 students for the sanitation exam.

I. Student Insurance. Brian reached out to our insurance carrier asking if there were any limitations with our construction students on 10-foot ladders or anything else in any of our programs. Larry Forsberg, our PSIC risk manager, responded that there aren't any limitations for board-approved events or activities, and that CareerTEC doesn't write any student accident coverage for our students so any injuries would be covered by the member districts' coverage for student accident. PSIC will cover any liability.

VI. Consent Agenda

1. Motion to Approve Routine Items

Motion was made by Alberstett to approve October bills and destruction of closed-session recordings prior to May 1, 2021; seconded by Grey. Roll call vote was taken with, Grey, Alberstett, Alvarado, Schiffman and Carlson all in favor.
Motion carried, 5-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

A. Approval of FY2022 Audit

Motion was made by Alvarado and seconded by Alberstett to approve the FY22 audit that had been presented as a draft last month by Jenny Blocker and then approved by Patrick McDermott. Approved with roll call vote. Schiffman, Carlson, Grey, Alberstett, and Alvarado were all in favor.
Motion carried, 5-0.

B. Approval of 2023-2024 Course Catalog

Motion was made by Carlson and seconded by Grey to approve the 23-24 course catalog. All in favor by voice vote.
Motion carried 5-0.

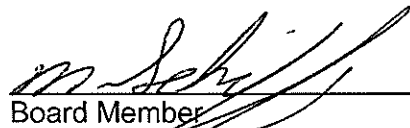
C. Second Reading and Approval of Intergovernmental Agreement Addenda

Brian relayed that ISBE held a meeting last week even though the part 256 changes were made law back in July 2021. They gave instructions that the system directors were to send the IGA to ISBE for review. They can't approve or deny but wanted to be sure all 8 steps were included as needed. Brian sent the CareerTEC IGA then our consultant replied to Brian that we met all that was needed.

Motion was made by Alvarado and seconded by Alberstett to approve the Intergovernmental Agreement Addenda. Approved with roll call vote. Carlson, Grey, Alberstett, Alvarado and Schiffman were all in favor.
Motion carried, 5-0.

IX. ADJOURNMENT

Motion was made by Grey to adjourn at 1:58 p.m.; seconded by Alvarado. All in favor by voice vote.
Motion carried 5-0.



Board Member



Jody Ackerman, Recording Secretary

