

CAREERTEC Board of Directors' Meeting

Tuesday, June 8, 2023

CareerTEC Office

2037 W. Galena Ave.

Freeport, IL 61032

MINUTES OF CAREERTEC BOARD OF DIRECTORS

The meeting of the CareerTEC Board of Directors was conducted at 1:30 p.m., Thursday, June 8, 2023, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

Responded to roll call at 1:30 p.m.: Supt. Jason Grey, Dakota; Supt. Kurt Alberstett, Durand; Supt. Mike Schiffman, Pearl City; and Supt. Carl Carlson, Pecatonica. Absent were Anna Alvarado, Freeport; and Supt. Jeff Milburn, Orangeville. Also in attendance were Brian Greene, CareerTEC Director; and Jody Ackerman, recording secretary.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the amended agenda, which added approval of the E-Learning Public Hearing minutes; seconded by Grey. All in favor by voice vote.

Motion carried 4-0.

III. APPROVAL OF OPEN-SESSION MINUTES

Motion was made by Carlson to approve the open-session meeting and the E-Learning Public Hearing minutes from May 4, 2023, Board of Directors meeting; seconded by Schiffman. All in favor by voice vote.

Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

Director Brian Greene shared a thank you note that was received from Freeport's Natalie Yeoman, who won the Karen Johnson scholarship this year.

V. INFORMATIONAL ITEMS

Board members received information on the following items, but the topics were not discussed during the open meeting.

A. CTEI

FY23: Received the May vouchered amount of \$9,427. That makes \$241,292 received of the \$248,199 grant. Purchases are being made for schools now. Final amendment was approved May 24.

FY24: The FY24 Consolidated Application was opened in IWAS on May 1; the due date is July 1 to receive a July 1 start date.

B. Perkins

FY23: We received \$10,582 reimbursement in May, as requested. Like the CTEI grant, the final amendment was approved May 24.

FY24: The FY24 Consolidated Application was opened in IWAS on May 1; the due date is July 1 to receive a July 1 start date.

C. Educator Career Pathway Grant

FY23: Grant amendment was approved May 25, which includes extending the grant to end on Aug. 31 in order for Freeport to pay stipends for summer school work.

FY24: The Ed Career Pathways Grant application was opened on April 6; the due date is July 1 to receive a July 1 start date.

D. ESSER III

Amendment to request additional masks was approved May 5.

E. 2022-2023 Student Survey Results

Director Greene shared results from the CareerTEC Senior Survey, which was distributed to seniors in all programs, and from the CareerTEC Junior Survey, which was shared with juniors in programs at St. John and construction trades. Results were overwhelmingly positive, and there was good feedback on ways to improve.

F. SY24 CTYA Projects Update

Construction Trades instructor Jim Shaw and director Greene have discussed possible class projects for next year. There is a strong likelihood that next year's CTYA classes will continue with projects at the Factory Street home where we have worked since 2014. We also posted on the CareerTEC website that the class is taking orders for class-built sheds. In addition to learning foundational skills, the class also hopes to do a project for the Freeport School District in elementary classrooms.

G. Computer Information Systems Updates

In the Computer Information Systems I class this year, there are four students (nearly one-third of the total students) that passed both of their A+ exams and have become certified technicians: Ashton Beaves Lewis (Pecatonica), Ethan Foster (Pecatonica), Zack VanHorn (Aquino), and Javin Parriott (Orangeville). Another three CIS I students passes the first exam and are eligible to take the second exam again. This year in CIS 2, Freeport's Colin Watson became the second student in our program's history to pass both A+ exams, Network+, and Security+. This feat makes Colin a CompTIA Secure Infrastructure Specialist. Also, Wyatt Tworek (Pecatonica) and Max Gibson (Freeport) passed the Security+ exam.

H. Certified Staff Salary / Contract Information

With the new salary schedules, the total for 2023-24 CareerTEC salaries is \$451,265. Chris Shockey, Freeport's assistant superintendent of human resources, shared with Brian a summary of the negotiations. The new collective bargaining agreement between FSD and its teachers (which CareerTEC follows) is five years on language and three years on finances. Other items include but are not limited to ... 1.) Tenured teachers move to a three-year evaluation cycle if they received an "excellent" or a "proficient" rating on their last summative evaluation; 2.) Education assistance is \$5,000 over the five years; and 3.) a 5% increase to the salary base for the 2023-24, 2024-25, and the 2025-26 school years.

I. Tuition Increase

Brian presented nine options for a possible tuition increase in 2023-24. He also relayed some future variables and concerns that could affect the Board's decision. The Board discussed the possibility of keeping CTEI funds that were originally allocated to the schools in order to offset regional teacher salary increases. CareerTEC increased its tuition by \$150 to \$1,525 on Feb. 10, 2022. Prior to last year, it's previous tuition increase was \$100 in August of 2010 (from \$1,275 to \$1,375).

J. Director Vacation Time

In addition to holidays observed on July 3-4, Brian plans to take time off June 26-30. He will return to work on Wednesday, July 5.

VI. CONSENT AGENDA**A. Motion to Approve Routine Items**

Motion was made by Carlson to approve May bills, July's PSIC insurance renewal, destruction of closed-session recordings prior to 12/1/21 contained in the consent agenda; seconded by Alberstett. With roll call vote, Grey, Schiffman, Carlson, Alberstett, and were all in favor.

Motion carried 4-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

A. Approval of FY24 Calendar

Director Greene disseminated an updated CareerTEC calendar with the correction of the date to resume in January to be the 8th, which aligns with Freeport's calendar. The calendar was created following Freeport's schedule and utilizing each member school district's calendar. Motion was made by Carlson to approve the FY24 CareerTEC calendar; seconded by Grey. All in favor by voice vote.
Motion carried 4-0.

B. Approval of FY24 St. John Lease

Director Greene voiced that he wasn't happy with the lease and has been investigating alternate locations to no avail so far. After discussion, motion was made by Carlson to request the director to go back to St. John for reduction, then, approve the lease with a reduced increase; seconded by Alberstett. In roll call vote, Grey, Schiffman, Carlson and Alberstett in favor.
Motion carried 4-0.

C. Approval of St. John UCC Adjustment Request

Motion was made by Alberstett; seconded by Grey, to approve a NICOR adjustment request from St. John for the second consecutive year; this year's request was for a payment of \$4,202.83, which is half of the additional cost calculated by St. John with actual billings compared to two years prior. With roll call vote, Carlson, Alberstett, Grey and Schiffman were all in favor.
Motion carried 4-0.

D. Approval to Hire New Health Occupations Instructor

Director Greene recommended approval to hire Renee Boshela-Siegner as the new full time HOYA I instructor for the 23-24 school year. She will teach the three sections of year one students. She was one of our clinical instructors this year and enjoyed that teaching experience. Motion was made by Carlson; seconded by Alberstett to hire Renee Boshela-Siegner with salary of 1.0 FTE, BA.00 step 7, which equals \$55,020. With roll call vote, Grey, Schiffman, Carlson, Alberstett, and were all in favor.
Motion carried 4-0

E. Approval of FY24 Joint Use Agreement with FSD #145

Motion was made by Alberstett; seconded by Grey, to approve the Joint Use Agreement with Freeport School District. With roll call vote, Schiffman, Carlson, Alberstett, and Grey were all in favor.
Motion carried 4-0.

F. Approval of Draft Audit Reviewer

Motion was made by Grey; seconded by Alberstett, to approve Freeport School's Supt. of Business Patrick McDermott as the draft audit reviewer. All in favor by voice vote.
Motion carried 4-0.

G. Approval of FY23 Assigned & Committed Fund Balances

Motion was made by Carlson and seconded by Alberstett, to approve the FY23 Assigned and Committed Fund Balances going into FY24, which would not exceed \$43,219. This would be for the teachers' July-August contract payouts to finish FY23 salaries (in the event of some catastrophic financial event). With roll call vote, Grey, Schiffman, Carlson, and Alberstett were all in favor.

Motion carried 4-0.

H. Approval of FY24 Tentative Budget

Following a brief summary given by bookkeeper Jody Ackerman, motion was made by Grey and seconded by Alberstett to approve the FY24 Tentative Budget with a budget hearing to be held Aug. 10, 2023. With roll call vote Carlson, Alberstett, Grey and Schiffman were all in favor.

Motion carried 4-0.

I. First Reading of Teacher Workday Policy was held that would put times into the policy for the teachers 7:15 a.m. – 2:45 p.m. with an additional 20 minutes flexible as to when they are done.

No action needed since it is the first reading of two.

J. First Reading of E-Learning Resolution was held that would adopt E-Learning in SY24– SY26. The program verification form was approved by ROE #8 Supt. Aaron Mercier.

No action needed since it is the first reading of two.

K. Approval of Tuition Increase for FY24

Director Greene had disseminated to the Board nine options to cover the shortfall of funding for the CareerTEC in-house programs. After discussion, motion was made by Alberstett and seconded by Carlson to keep for CareerTEC regional teachers' salaries the \$52,487 of CTEI grant funds that was originally going to go to the schools. Plus, they selected option 6 for a tuition increase to \$2,225 from the current \$1,525. With roll call vote Grey, Schiffman, Carlson, and Alberstett were all in favor.

Motion carried 4-0.

L. Approval of Cancellation of July 6, 2023, Board Meeting


Motion made by Carlson and seconded by Alberstett to approve cancelation of July 6, 2023, Board meeting. All in favor by voice vote.

Motion carried 4-0.

IX. ADJOURNMENT

Motion was made by Grey to adjourn meeting at 2:17 p.m.; seconded by Alberstett. All in favor by voice vote.

Motion carried 4-0.



Mike Schiffman, Board President



Jody Ackerman, Recording Secretary