

## CAREERTEC Board of Directors' Meeting

CareerTEC

Freeport, IL 61032

Monday, August 14, 2023

### MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

The meeting of the CareerTEC Board of Directors was conducted following the budget hearing (both meetings were rescheduled from Thursday August 10 due to lack of quorum of the CareerTEC Board members) under the following format at 1:14 p.m., Monday, August 14, 2023, at CareerTEC, Freeport, Illinois.

#### I. ROLL CALL

Present and responded to roll call were Supt. Nic Butenhoff, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Julie Katzenberger, Orangeville District; and Supt. Mike Schiffman, Pearl City District. Absent were Supt. Anna Alvarado, Freeport District; and Supt. Carl Carlson, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, bookkeeper/recording secretary.

*Absent was Supt. Anna Alvarado, Freeport District who later arrived at 1:47 p.m. for action item B; and Supt. Carl Carlson, Pecatonica District.*

#### II. APPROVAL OF AGENDA

Director Brian Greene asked to add information item K. Marketing/Advertising to the agenda.

Motion was made by Alberstett to approve the amended agenda; seconded by Katzenberger. Motion carried with all in favor by voice vote. **Motion carried 4-0.**

#### III. APPROVAL OF MINUTES

Motion was made by Schiffman to approve the June 8, 2023, open-session minutes; seconded by Alberstett. Motion carried with 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 State Funding

**FY23 grant:** All funds have been received and expended; the grant ended June 30, 2023.

**FY24 grant:** Application with initial budget the same as last year of \$246,364 was approved June 29 for a July 1 start date. On July 12, we received an additional allocation of \$16,477, which was approved by ISBE in budget amendment 1 for \$12,998 teacher salaries and \$2,200 for CTYA tools and additional \$249 Culinary curriculum food. Director Greene relayed the additional areas that the CTEI funds are to be used for outside of CTE teacher salaries. They are \$4,574 Elementary career exploration, \$15,684 Work based learning activities, \$29,221 Programs of Study and the admin max of \$61,407. He also relayed that ISBE is in the process of updating its funding formula and welcomes public comment on the methodology until the end of August. Brian gave the Board members the link for the funding formula update presentation.

##### B. Perkins Federal Funding

**FY23 grant:** All funds have been received and expended; the grant ended June 30.

**FY24 grant:** Slightly decreased this year to \$92,862 from \$94,557. Perkins is included in the consolidated application, which was approved with July 1 start date. FY25 will be the new cycle so local needs assessment (LNA) will be started this school year.

**C. ESSER Funding**

**ESSER 3:** This FY22 American Rescue Plan Elementary and Secondary School Emergency Relief III grant of \$30,480 was completed June 30 with the additional \$21 allocation that was used to for masks. Final reimbursement of \$21 was received.

**D. Education Career Pathway Grant**

**FY23:** Extended to Aug 31, 2023, to allow Freeport to pay stipends for summer school work.

**FY24:** Grant was approved June 21. This is the fourth year of the four-year grant to be funded at 33% with 67% FSD145 district match (teacher salaries count). Expectation is "Sustainability." Former Freeport High Principal Dr. Beth Summers completed the FY23 end-of-year report and sustainability report, which Brian reviewed and submitted to ISBE on June 23.

**E. Adkins Energy Grant**

CareerTEC was awarded and received \$2,300 of the up to \$20,000 grant from Adkins Energy for plumbing supplies for the construction program. Brian had submitted the application back in May. Adkins said the other requests will be held over for next year's cycle, and they plan to reach out to Stephenson Service to see if they could donate anything as they have a construction division.

**F. Beginning of School Year Plan**

HCC Student Orientation for dual credit students will be 6 p.m. Tues., Aug. 15. Brian and Sam Schaible will present before teachers work with their specific students/parents/guardians. Forms and registration payments will be collected. CareerTEC classes on HCC campus begin Aug. 21, and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 23. Culinary and Construction Trade orientations will be Aug. 16 at St. John's. Health Occupations I and Careers in Business I orientation will be Aug 21 at St. John's. HOYA 2 and CIB 2 had their orientation meeting before school was out to discuss internship hours. Students and counselors have been notified. Teacher institute will be Aug.18, 21 and 22 with classes beginning on Aug 23.

**G. FY24 Enrollment Update**

Updated enrollment sheet as of 8/8/23 with 262 students was included in the packet, showing a one student decrease from June. We expect a slight increase up until classes start.

**H. FY24 CTYA Projects**

Brian shared that they have been trying to finalize the projects for the year. The Malkewicz house project that we've been working on since 2013 will likely not be one this year as the homeowners are planning to hire contractors to complete the final finish work. The Malkewicz' expressed their thankfulness to the whole CareerTEC team for everything we've done over the years on their project. The instructor, Jim Shaw, has multiple instructional units including roofing, plumbing, and framing/windows/doors plus possible projects including building sheds and a framing project in the Freeport elementary classrooms. Just this morning, Brian received an email from Kate Boyer, the Stephenson County Fair association executive manager, saying she had a great project at the fairgrounds. Brian will meet with her to discuss.

**I. Fraud Awareness Program**

This is the training that is to be held at the first meeting of the fiscal year per our policy 4.28. Brian had sent with the board packet the four policies: Whistleblower Protection, Fraud Awareness Program, Procurement, and Sub-Recipient Review. He also distributed other resources at the meeting.

**J. Ethics and Conflicts of Interest**

The new Orangeville school district superintendent, Julie Katzenberger, is Director Brian Greene's sister. The Director didn't find anything specific in the CareerTEC Board policy regarding family members, but the Investment Policy does pertain to ethics and conflicts of interest. "The system Board and System officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence." Brian conferred with ROE #8 Regional Superintendent who said he was "not aware of any policy but school districts may have a policy section to be considered." He also said "he thought it was a good idea for any board member with a real, or perceived conflict of interest to abstain on any votes that may be sensitive." Brian has suggested to Julie that she abstain from any evaluation and contract discussion involving him.

**K. Marketing / Advertising**

Brian had a call regarding advertising at the Freeport Club (golf location) golf page, which we don't typically do but with the option to add verbiage asking for donations. Brian wanted to present the idea to the Board for contemplation on this concept of asking for donations. Brian relayed that the CTE Academy in Elizabeth has asked for donations in the past on Giving Tuesday and received a fair amount. Supt. Schiffman said Brian could investigate further.

**VI. CONSENT AGENDA**

**A. Motion to Approve Routine Items**

Motion was made by Alberstett and seconded by Katzenberger to approve June and July bills plus the destruction of closed-session recordings prior to February 1, 2022. Roll call vote Schiffman, Alberstett, Butenhoff, and Katzenberger all in favor.

**Motion carried, 4-0.**

**VII. CLOSED SESSION: NONE**

**VIII. ACTION ITEMS**

**A. FY24 Budget Approval**

Before this action item, Nic Butenhoff asked for more details regarding the pulling of the CTEI \$ from the schools, mainly if the teachers were notified, which they were and we are hoping this will be a one-year act but will review situation next spring. Motion was made by Alberstett and seconded by Katzenberger to approve the FY24 CareerTEC Budget. Roll call vote was taken with Butenhoff, Alberstett, Schiffman, and Katzenberger all in favor. **Motion carried, 4-0.**

**B. Approval of Lease with St. John UCC**

Supt. Anna Alvarado arrived at 1:47 in time for this action item. Director Brian shared that following the last Board meeting he had gone back and forth with St. John's pastor regarding the rental rates for the classroom space there. Brian shared the three options proposed: 1: one year with 3.5% increase and quarterly payment for the NICOR adjustment, 2: three year with 3.5% increase and a one and done \$4,020 NICOR adjustment payment, and 3: five year with 3% increase and one and done \$4,020 NICOR adjustment; each option spreading out the payments over 12 months instead of the current 10 months. Following a brief discussion, motion was made by Butenhoff and seconded by Alvarado to approve the five-year lease. Following roll call vote with Alberstett, Butenhoff, Alvarado, Katzenberger, and Schiffman, all in favor. **Motion carried 5-0.**

**C. Approval of FY24 Local Application**

Motion was made by Butenhoff and seconded by Katzenberger to approve the FY24 Local Application (Consolidated App), which is now required by ISBE. Roll call vote was taken with Alvarado, Butenhoff, Schiffman, and Katzenberger all in favor (Alberstett was out of the room). **Motion carried, 4-0.**

**D. Affirmation of Policies and Procedures**

Motion was made by Alvarado for Annual Affirmation of Current Policies and Procedures; seconded by Butenhoff. All in favor with voice vote. **Motion carried, 5-0.**

**E. Affirmation of Board Officers**

Motion was made by Alberstett and seconded by Butenhoff to approve the Board of Control Officers with this first year of a two-year term with Supt. Carl Carlson as President, Supt. Nic Butenhoff as Vice President, Amy Baker as Treasurer, and Jody Ackerman as Recording Secretary. **Motion carried, 5-0.**

**F. Approval of an Ethics Officer**

Motion was made by Butenhoff and seconded by Alberstett for Mike Schiffman to continue as the Ethics Officer for FY24. Approved by voice vote with Schiffman abstaining. **Motion carried, 4-0-1.**

**G. Designation of Depository Bank**

Motion was made by Alvarado and seconded by Katzenberger to continue with Citizens State Bank as our depository bank. Roll call vote was taken with Alvarado, Alberstett, Grey, Schiffman, and Carlson all in favor. **Motion carried, 5-0.**

**H. Second Reading and Approval of Teacher Workday Policy**

After this second reading, motion was made by Butenhoff and seconded by Alberstett to approve the CareerTEC Teacher Workday Policy with teachers in classroom at 7:15 a.m. and should leave their classrooms no earlier than 2:45 p.m. with additional 20 minutes to be spent working on their teaching duties. With Director pre-approval, teachers may arrive after 7:15 and leave before 2:45 if special circumstances arise. Also, on Fridays only, teachers may leave at 2:30 p.m. Approval by voice vote all in favor. **Motion carried, 5-0.**

**I. Second Reading and Approval of E-Learning Resolution**

After this second reading and director's recommendation that E-Learning is better than losing days of instruction which is what happens when added to the end of the school year because CareerTEC is out of session, motion was made by Alberstett and seconded by Butenhoff to approve the adoption of the E-Learning Resolution. Approval by voice vote all in favor. **Motion carried, 5-0.**

**J. Approval of Closed-Session items: NONE**

**IX. ADJOURNMENT**

Motion was made by Katzenberger to adjourn meeting at 2 p.m.; seconded by Butenhoff. All in favor with voice vote. **Motion carried, 5-0.**



Mike Schiffman, Exiting Board President



Jody Ackerman, Recording Secretary