

**CareerTEC Board of Directors Meeting**  
**Thursday, February 8, 2024**  
**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, February 8, 2024.

**I. ROLL CALL**

The following responded to roll call at 1:30 p.m.: Supt. Nic Butenhoff, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Anna Alvarado, Freeport District; Supt. Julie Katzenberger, Orangeville 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.

**II. APPROVAL OF AGENDA**

Motion was made by Butenhoff to approve the agenda; seconded by Alberstett. Roll call vote was taken with Alvarado, Schiffman, Carlson, Katzenberger, Butenhoff and Alberstett all in favor. Motion carried 6-0.

**III. APPROVAL OF MINUTES**

Motion was made by Schiffman to approve the open- and closed-session minutes from the December 7, 2023, Board of Directors' meeting; seconded by Alberstett. All in favor with voice vote. Motion carried 6-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

None.

**V. INFORMATIONAL ITEMS: Presented by Director Brian Greene.**

- A. **CTEI Grant:** We received an additional \$9,009 allocation on Dec. 15 for which we budgeted materials for the six in-house programs. Brian then submitted a grant amendment to ISBE, which they approved. We received two payments in January, making the total \$216,635 received of the \$271,850 grant. February's \$21,654 voucher is there waiting to be processed by the comptroller.
- B. **Perkins Grant:** Reimbursements have been received as requested. We have received \$57,727 of the \$92,862 grant. Purchasing for the schools continues.
- C. **Education Career Pathway Grant:** To date we've received half of the \$82,170 grant funds in the two payments. Funds are transited to FSD145 who has a 33% district match (\$166,830) this year. FHS principal Sarah Hasken completed the semiannual report, which Brian reviewed and submitted to ISBE on Jan. 30.
- D. **CareerTEC Presentations:** Tours and presentations at the CareerTEC classrooms at St. John and HCC were held Dec. 15 for 72 of the 200 eligible Freeport sophomores and Jan. 19 for approximately 250 sophomores from the other five schools plus Aquin with the addition this year of tours of the classrooms at Freeport High. Brian reported they went great and he gave a huge thanks to the teaching staff. He received positive feedback from counselors and teachers. Students and counselors were pleased to actually see the teachers and classrooms. Brian then presented to a total of 125 parents and students over the 6 nights at the schools.

**E. 2024-2025 Applications**

Brian reported that he feels the increased recruiting events over the past two years seems to be working. As of this morning, we've now received 118 applications while last year we had received 58 applications as of this date and two years ago only 5. He also noted that ECE is already at the seat limit and a wait list has been started. Culinary and HOYA typically fill up quickly. Jody noted that the Freeport CATS course gained much attention during the tours and usually fills up fast too. Brian has been talking with HCC trying to get them to offer an Auto Mechanics class with a shorter time frame than the current 5 hours per day. This is also the first year for the HCC AG Science & Industry Capstone, which has 5 applicants at this time. Brian saw, surprisingly, in the HCC newsletter that they invited students from their whole region, not just CareerTEC. HCC will wait until after April 1<sup>st</sup> to accept outside students. They received a scholarship to cover student fees for the course so it won't cost the students anything to take the course with the schools paying the tuition.

**F. Mall of Life**

This annual event that Colleen Mills coordinates for our member district 6<sup>th</sup>-7<sup>th</sup> graders will be held Feb 21-23 at HCC. Its primary focus is on financial literacy with real life adult decisions. Brian is adding a career exploration element this year with a quick talk and handing out a career guide to the students as they leave the event to share with their parents.

**G. Weather Closings**

Brian reported that CareerTEC has utilized four of the five E-Learning days. We typically follow FSD145 and cancels classes on weather-related closings but highlighted that if at least half of the member districts are in session on a "wind chill day" that CareerTEC will be in session. This aligns with HCC which Brian considers CareerTEC an extension of HCC with so many of our classes being dual credit. HCC is the last to close for weather-related reasons. CareerTEC students usually drive themselves or ride a bus to class, not walk. Freeport School District's closings on wind chill days is because they have so many of their students walk or have wait times at bus stops.

**H. Sub-Recipient Review**

CareerTEC policy 4.30 states that all grant funds must be used in accordance with published grant requirements, IL accounting standards and the IL Grant accountability and Transparency Act. This was adopted in 2017 with a five-year cycle for review established in FY18 and one element is the on-site review of inventory. Brian will execute this element for his first time at each school this month.

**I. 2023 Perkins Measures Data**

Brian shared for each district and the CareerTEC region results of the Illinois measurements of the required secondary core performance indicators on CTE concentrator students. Concentrator students have taken 2 or more courses in a certain career pathway. Brian will have to report on the 3 of the 9 indicators that weren't met by our region (an improvement from last year's 6 of 9). He also stated that ISBE knows there are issues with data in a couple of the indicators, and that CareerTEC doesn't necessarily impact some of the indicator areas. He also sent the Board a link to the data for their school our region and the state as well as the CTE Annual Report that contains our EFE #220 highlighted on pages 41-43.

**J. St. John Boiler issues**

Brian reported that the Culinary and HOYA II classrooms at St. John were chilly in January because there were only 1 of the 3 boilers working. All three boilers have since been replaced with work completed last week.

**K. Local Needs Assessment (LNA)**

All the schools are working on this and can now enter info into the portal, which opened Jan. 17. Brian shared with the Board the survey results for all the schools from the 201 parent and 546 student responses. He will email the results to the principals and counselors by Friday so they'll have almost one month to complete the LNA before their deadline of March 4. He will then have time to review before the ISBE deadline of March 31. Brian will use the LNA information to create the Comprehensive Local Needs Assessment (CLNA) that is due to ISBE April 30 before the release date for FY25 Local Application (CTEI and Perkins grants) in IWAS.

VI. CONSENT AGENDA

Motion to Approve Routine Items:

1. January bills including the two additions that Jody just sent late morning for Amazon & Menards.

2. Destruction of Closed-Session Recordings prior to 8/1/22

Motion was made by Schiffman to approve consent agenda; seconded by Alvarado. Roll call vote was taken with Katzenberger, Butenhoff, Alberstett, Alvarado, Schiffman and Carlson all in favor. (December bills were approved by admin agent, but the bills list was sent to the board as information.)

Motion carried. 6-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS: NONE

IX. ADJOURNMENT

Motion was made by Katzenberger to adjourn at 2:07 p.m.; seconded by Alberstett. All in favor by voice vote. Motion carried 6-0.



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Cari Carlson, Board President



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Jody Ackerman, Recording Secretary