

CareerTEC Board of Directors Meeting
Thursday, December 7, 2023
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, December 7, 2023:

I. ROLL CALL

Present and responded to roll call at 1:30 p.m. were Supt. Nik 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 Alberstett to approve the agenda; seconded by Katzenberger. Motion approved by voice vote. Motion carried 6-0.

III. APPROVAL OF MINUTES

Motion was made by Schiffman to approve the November 9, 2023, Board of Directors' open-session meeting minutes; seconded by Alvarado. Motion approved by voice vote. Motion carried 6-0.

IV. COMMUNICATIONS/ PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

- A. FCAE Presentation:** John Heiser, program advisor for FCAE (Facilitating Coordination in Agricultural Education), presented highlights of the agriculture pathway. Most notably the lack of an ISBE ag ed consultant, who resigned recently. Heiser emphasized asking for help if needed before submitting grant applications.
- B. CTEI Grant FY24:** Director Brian Greene reported that we received a payment of \$34,473 in November, making the total received (to date) \$150,335 of the \$262,841 grant.
- C. Perkins Grant:** Reimbursement of \$9,284 was received, as requested. Jody is still working on purchases for this \$92,862 grant. ISBE approved an amendment related to an Orangeville business teacher purchase and three Freeport teachers attending the national ACTE conference in Phoenix.
- D. Local Needs Assessment:** Brian reported that he held meetings with counselors and principals last week, and they spent most of the time discussing the Local Needs Assessment (LNA) that needs to be completed at each district and submitted for Brian's review by March 4, 2024. After this, Brian will complete the Comprehensive Local Needs Assessment (CLNA), which combines the six LNAs and requires input from postsecondary, business/community, special population, and workforce board representatives. The CLNA is due April 30, 2024.
- E. Area Career Center Update:** Brian reported that he met virtually Nov. 20 with Marci Johnson, ISBE CTE director, and has been communicating with her to further discuss the possibility of CareerTEC moving from Regional Career Center to an Area Career Center (ACC) status. The main motivator is "significant" more funding; however, ACC criteria includes having a guidance counselor and a second administrator, which presents potential financial and logistical issues in our Education for Employment #220 region. The Board advised Brian to attempt the first round of the three-tier application process and find out what our current funding rate is compared to the area career center rate of \$689/student, which was quoted by Marci.

- F. **December Schedule:** CareerTEC courses will be altered the week of December 18-22 to accommodate the schools' final exams. If there is any conflict with a schools' semester exams, we will not count absences for their students. CareerTEC courses held at HCC have finals Dec 6-12. CareerTEC courses held at St. John, Freeport and construction have winter break beginning Friday, December 22, and classes will resume Jan. 8, 2024. HCC classes resume Jan. 16, 2024.
- G. **January Board Meeting:** Brian proposed the Jan. 4 "if needed" Board meeting not be held. The main item of bill approval on the January agenda can be approved through the fiscal agent, FSD145, then presented to the CareerTEC Board at the February meeting.
- H. **Director Holiday Leave:** As his contract states when he takes three or more consecutive days off work, Brian notified the Board that he will be out of the office from Dec 25, 2023 to Jan 5, 2024, for winter break. He will return to work the same day students and teachers return on Monday, Jan 8, 2024.

VI. CONSENT AGENDA

- A. **Motion to Approve Routine Items: November bills and Destruction of Closed-Session Recordings prior to 6/1/22**
Motion was made by Alvarado to approve the consent agenda; seconded by Butenhoff. Roll call vote was taken with Alberstett, Alvarado, Schiffman, Carlson, Katzenberger, and Butenhoff all in favor.
Motion carried. 6-0.

VII. CLOSED SESSION

Motion was made by Alberstett, seconded by Schiffman to enter into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the System or legal counsel for the System, including hearing testimony on a complaint lodged against an employee or against legal counsel for the System to determine its validity. Roll call vote taken with Butenhoff, Alvarado, Schiffman, Carlson, Katzenberger and Alberstett in approval. Motion carried 6-0.
Note: Supt. Katzenberger left the meeting at this point before closed session discussion began.

VIII. ACTION ITEMS (Upon returning from closed session at 2:29 p.m.)


- A. **Approval of Cancellation of 1/4/24 Board meeting**
Motion was made by Alvarado to approve the cancellation of the 1/4/24 Board meeting; seconded by Alberstett. All approved with voice vote.
Motion carried 5-0.

IX. ADJOURNMENT

Motion was made by Schiffman to adjourn at 2:30 p.m.; seconded by Butenhoff. All approved with voice vote.
Motion carried 5-0.



Carl Carlson, Board President



Jody Ackerman, Recording Secretary