

CAREERTEC Board of Directors Meeting

Tuesday, June 6, 2024
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 6, 2024, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

Responded to roll call at 1:35 p.m.: Supt. Kurt Alberstett, Durand; Supt. Anna Alvarado, Freeport; Supt. Julie Katzenberger, Orangeville; Supt. Mike Schiffman, Pearl City; and Supt. Carl Carlson, Pecatonica. Absent was Supt. Nic Butenhoff, Dakota. 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 agenda, seconded by Katzenberger. All in favor by voice vote.

Motion carried 5-0.

III. APPROVAL OF OPEN-SESSION MINUTES

Motion was made by Alvarado to approve the open-session meeting minutes from May 9, 2024, Board of Directors meeting; seconded by Schiffman. All in favor by voice vote.

Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

None.

V. INFORMATIONAL ITEMS

Director Brian Greene relayed the information.

A. CTEI Grant

FY24: Received the May vouchered amount of \$8,902. That makes \$266,734 received of the \$271,850 grant. Purchases are being made for schools now. Final amendment was approved May 31 and plan to close out the grant with June purchases.

FY25: The FY25 Consolidated Application opened in IWAS on May 31 showing \$262,841 for CTEI allocation. Brian's been told that the amount will change over the next few weeks since the CTE line item in the IL state budget was increased by \$10.3 million. The due date is July 1 to receive a July 1 start date.

B. Perkins Grant

FY24: We received \$7,938 reimbursement in May, as requested. Like the CTEI grant, the final amendment was approved May 31. Final purchases in June will finish grant.

FY25: We received allocation of \$94,291 on May 20 a small increase over prior year. The FY25 Consolidated Application was opened in IWAS on May 31; the due date is July 1 to receive a July 1 start date.

C. Educator Career Pathway Grant

FY24: Grant amendment was approved May 31 to extend the grant to end on Aug. 31 in order for Freeport to pay stipends for summer school work.

D. Certifications

Computer Info Systems year 2 outstanding student award winner, senior Ashton Beaves Lewis from Pecatonica, passed the Net + exam 5. He was one of 4 students to pass both A+ exams last year as a year one student.

HOYA: All 28 of the HOYA I students that took the state CNA exam passed on May 23. There are 19 remaining to take the exam on either May 30 or June 6. Brian gave a big thank you to the HOYA 2 instructor/coordinator Lori Steele who spent two weeks reviewing with students prior to the exam date.

E. 2023-2024 Junior and Senior Student Survey Results

Director Greene shared full results from the CareerTEC junior and senior surveys, which gives him feedback on CTE. Surveys were completed by 61% of seniors and 64% of juniors. Results were overwhelmingly positive, and there was interesting feedback. 71% seniors and 68% juniors thought their enrollment in a CareerTEC program helped them decide about post-high school plans and a career. 95% Seniors and 93% juniors would recommend a CareerTEC class to another student. 50% of juniors said they decided not to take the second year of the CareerTEC program because they couldn't fit it into their schedule.

F. SY24 Perfect Attendance

Brian shared the names of the 17 students that were recognized for perfect attendance.

G. Academic Achievement

To assess student success rates, the data was compiled. Overall, 91% of CareerTEC students passed their first and second semesters with a "C" grade or above. Brian included in the packet the sheet giving a breakdown by program and class sites.

H. Student Attendance Guidelines

Director wanted feedback. The attendance guidelines are not "policy" but have been in place for over 20 years. At the beginning of the school year, the students and parents have to sign the attendance guidelines so they are aware from the start. CareerTEC doesn't have excused absences beyond school activities. His question is "Is it fair for a student to receive a failing grade and no credit on their high school transcript for the class if they passed a majority of the program?" Discussion was held and the consensus was to continue with the guidelines and the director's discretion on scenarios that arise.

J. Director Vacation Time

Brian plans to take time off June 28-July 9. He will return to work on Wednesday, July 10. The consolidated application will be submitted prior to taking time off.

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

Motion was made by Alberstett to approve May bills, including BE Publishing and Amazon sent the morning of the meeting, and Skyward & ISCorp due early July, plus July's PSIC insurance renewal, destruction of closed-session recordings prior to 12/1/22 contained in the consent agenda; seconded by Schiffman. With roll call vote, Alvarado, Katzenberger, Carlson, Alberstett, and Schiffman were all in favor.
Motion carried 5-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS**A. Approval of FY25 Calendar**

The calendar was created following Freeport's schedule and utilizing each member school district's calendar. Motion was made by Schiffman to approve the FY25 CareerTEC calendar; seconded by Alberstett. All in favor by voice vote. Motion carried 5-0.

B. Approval of FY25 St. John Lease Amendment

Director Greene worked with Pastor Hank at St. John to get the amendment for a reduction after elimination of the CIS program since we no longer need the one additional room. Saves \$2,630. Motion was made by Schiffman to approve the lease addendum eliminating room S-6B, seconded by Katzenberger. In roll call vote, Alvarado, Katzenberger, Carlson, Alberstett and Schiffman in favor. Motion carried 5-0.

C. Approval to Hire New Health Occupations Instructor

Director Greene recommended approval to hire Amanda Miller as the new full-time HOYA I instructor for the 2024-25 school year. She will teach the three sections of year one students. She was a Pecatonica graduate and a past student in the HOYA program. She has 10 years of experience in management and healthcare. She is currently an ER nurse at SSM and has worked at Rosecrance and Medinah. Motion was made by Alvarado; seconded by Schiffman to hire Amanda Miller at 1.0 FTE, BA.00 step 7, with a salary of \$57,771. With roll call vote, Katzenberger, Carlson, Alberstett, Schiffman and Alvarado were all in favor. Motion carried 5-0

D. Approval of FY25 Joint Use Agreement with FSD #145

Motion was made by Katzenberger; seconded by Alberstett, to approve the Joint Use Agreement with Freeport School District at same fee of \$5,200 per year and \$50 per hour for IT services, which will extend to St. John and construction sites. With roll call vote, Alvarado, Carlson, Alberstett, Katzenberger, and Schiffman, were all in favor. Motion carried 5-0.

E. Approval of FY24 Assigned & Committed Fund Balances

Motion was made by Schiffman and seconded by Katzenberger, to approve the FY24 Assigned and Committed Fund Balances going into FY25, which would not exceed \$50,892. This would be for the teachers' July-August contract payouts to finish FY24 salaries (in the event of some catastrophic financial event) and any possible CTEI and Adkins grant funds. With roll call vote, Carlson, Alberstett, Schiffman, Katzenberger, and Alvarado were all in favor. Motion carried 5-0.

F. Approval of FY25 Tentative Budget

CareerTEC bookkeeper Jody Ackerman provided a brief summary, noting that we were able to increase reserves by \$60,000 by keeping the CTEI grant to cover salaries in FY24 and should be able to give schools about \$50,000 of the FY25 CTEI allocations.

Motion was made by Schiffman and seconded by Katzenberger to approve the FY25 Tentative Budget with a budget hearing to be held Aug. 8, 2024. With roll call vote, Alberstett, Alvarado, Schiffman, Katzenberger and Carlson were all in favor.

Motion carried 5-0.

G. Approval of Cancellation of July 11, 2024, Board Meeting

Motion made by Alberstett and seconded by Alvarado to approve cancelation of July 11, 2024, Board meeting. All in favor by voice vote.

Motion carried 5-0.

IX. ADJOURNMENT

Motion was made by Katzenberger to adjourn meeting at 2:04 p.m.; seconded by Alberstett. All in favor by voice vote.

Motion carried 5-0.



Carl Carlson, Board President



Jody Ackerman, Recording Secretary