

CareerTEC Board of Directors Meeting
CareerTEC
Freeport, IL 61032
Thursday, August 8, 2024

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

Following the budget hearing, the meeting of the CareerTEC Board of Directors was conducted under the following format at 1:45 p.m., Thursday, August 8, 2024, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

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

II. APPROVAL OF AGENDA

Motion was made by Alvarado to approve the agenda; seconded by Keffer. 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 6, 2024, open-session minutes; seconded by Alvarado. 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

FY24 grant: All funds have been received with the final payment on 6/25/24 and expensed from the \$271,850 grant ending June 30, 2024.

FY25 grant: Application with initial budget of \$262,841 was approved June 25 for a July 1 start date. The Illinois State Board of Education (ISBE) changed the methodology for CTE funding, which increased the allowable amount for administrative to \$111,217 from \$61,407. After the Illinois legislature approved an increase in the CTE funding line item on July 8, we received an additional allocation of \$37,890. Half (\$18,945) was budgeted for system leadership and admin costs and the other half for schools, which was budgeted as placeholders. We will amend with specifics after consulting with teachers and getting their new requisitions. Director Greene relayed the CTEI methodology will be phased in over four years, and the funds for FY28 are anticipated to be \$259,900. CTE enrollment over the years will affect the figures each year. We are still required to spend for elementary career exploration; this year that total is \$4,574.

B. Perkins Federal Funding

FY24 grant: Final reimbursement of \$2,080 was received in July. All \$92,862 funds were completed by the grant end date of June 30, 2024.

FY25 grant: Funding slightly increased this year to \$94,291. Perkins is included in the consolidated application, which was approved with July 1 start date.

C. Education Career Pathway Grant

FY24: Grant was extended to August 31, 2024, to allow Freeport to pay summer school work stipends which, was approved in the budget amendment. This is the fourth and final year of the four-year ISBE grant, which is funded 33% with 67% FSD145 district match (teacher salaries count). Total grant funds over the four years was \$747,000. Final reports have been filed, which includes a sustainability report. Freeport plans to continue the program into the future.

D. Adkins Energy Grant

FY24: We were awarded \$2,300 for plumbing supplies last year. Director Greene applied for additional funds this year, and we received a \$3,600 check in June to use for electrical tools and supplies, which will be purchased during FY25. He plans to apply again in 2025.

E. Beginning of School Year

HCC Student Orientation for dual credit students will be 6 p.m. Tues., Aug. 13. 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. 19, and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 21. For the first time, CATS will have an orientation on August 14 in the FHS auto shop. This year the in-house courses – Business, Construction, Culinary and Health Occupations – will have an open house/orientation combination event on August 19 at St. John Church. Brian will do a brief presentation and then families will proceed to their respective classroom and meet with the instructor. HOYA 2 and CIB 2 had their orientation meeting before school was out to discuss internship hours. Students, families and counselors have been notified. Teacher institute will be Aug. 19 and 20 with classes beginning on Aug 21 at St. John.

F. FY25 Enrollment Update

Updated enrollment sheet as of 8/6/24 with 265 students was included in the packet, showing a 15 student increase from May. Seven of the 15 are for in-house programs, which now total 143.

G. FY25 CTYA Dual credit

Brian shared that he has been working with HCC for dual credit in the construction trades program. More discussions will be had.

Projects for this year after the initial two weeks of OSHA safety training will be determined by the instructor, Jim Shaw. So far, he has multiple instructional units including roofing, plumbing, and framing/windows/doors plus possible projects off site including a small deck, shed and porch/deck repair. More info next month.

H. 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 (items over \$3,000 need bid), and Sub-Recipient Review. He did a review of the inventory items in our schools last spring and will repeat in five years.

VI. CONSENT AGENDA

I. Motion to Approve Routine Items

Motion was made by Keffer and seconded by Alvarado to approve June and July bills plus the destruction of closed-session recordings prior to February 1, 2023. Roll call vote Schiffman, Keffer, Alvarado, and Carlson all in favor.

Motion carried, 4-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

J. Affirmation of Board Officers

Motion was made by Schiffman and seconded by Alvarado to approve the Board of Control Officers with this second year of a two-year term with Supt. Carl Carlson (Pec) as President, Supt. Elect Jenny Keffer (Dakota) as Vice President, Amy Baker as Treasurer, and Jody Ackerman as Recording Secretary. **Motion carried, 4-0.**

K. Affirmation of Policies and Procedures

Motion was made by Keffer for Annual Affirmation of Current Policies and Procedures (electronic versions of which were sent to board members); seconded by Schiffman. All in favor with voice vote. **Motion carried, 4-0.**

L. Approval of an Ethics Officer

Motion was made by Alvarado and seconded by Keffer for Mike Schiffman to continue as the Ethics Officer for FY25. Approved by voice vote with Schiffman abstaining. **Motion carried, 3-0-1.**

M. Designation of Depository Bank

Motion was made by Schiffman and seconded by Alvarado to continue with Citizens State Bank as our depository bank. Approved by voice vote all in favor. **Motion carried, 4-0.**

N. FY25 Budget Approval

Motion was made by Alvarado and seconded by Keffer to approve the FY25 CareerTEC Budget as presented in the budget hearing before the meeting. Roll call vote was taken with Schiffman, Carlson, Alvarado, and Keffer all in favor. **Motion carried, 4-0**

O. Approval of FY25 Local Application (Consolidated App)

Motion was made by Schiffman and seconded by Alvarado to approve the FY25 Local Application (Consolidated App), which is now required by ISBE. Roll call vote was taken with Carlson, Alvarado, Keffer, and Schiffman all in favor.

P. Approval of Draft Audit Reviewer namely, Dr. Jeremy Dotson.

Brian met with Freeport's new Asst. Supt of Business & Finance, Dr. Jeremy Dotson, on July 29 and discussed CareerTEC. He asked him to serve as the CareerTEC draft audit reviewer to which he agreed. Motion was made by Keffer and seconded by Schiffman to approve Dr. Dotson as the draft audit reviewer. **Motion carried, 4-0.**

Q. Approval of Closed-Session items: NONE

IX. ADJOURNMENT

Motion was made by Schiffman to adjourn meeting at 2:20 p.m.; seconded by Alvarado. All in favor with voice vote. **Motion carried, 4-0.**



Carl Carlson, Board President



Jody Ackerman, Recording Secretary