

## CareerTEC Board of Directors Meeting

Thursday, October 10, 2024  
CareerTEC Conference Room  
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, October 10, 2024, at CareerTEC, Freeport, Illinois.

#### I. ROLL CALL

Present and responded to roll call at 1:35 p.m.: Supt. Jenny Keffer, Dakota District; Supt. Kurt Alberstett, Durand District; Asst. Supt. Jeremy Dotson, 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, CareerTEC Director; and Jody Ackerman, Recording Secretary.

#### II. APPROVAL OF AGENDA

Motion was made by Alberstett (Durand) to approve the agenda; seconded by Katzenberger (Orangeville). All in favor by voice vote. Motion carried 6-0.

#### III. APPROVAL OF MINUTES

Motion was made by Keffer (Dakota) to approve the Sept. 5 open-session meeting minutes; seconded by Schiffman (Pearl City). Approved by voice vote. Motion carried 6-0.

#### IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

#### V. INFORMATIONAL ITEMS

- A. Audit Presentation by Benning Group:** The Benning Group's Jenny Blocker presented the audit of the FY24 financial reports, which were clean with no comments. She noted an increased cash position in the fund balance which went from \$132,000 to \$228,000 largely due to the increased tuition revenue coupled with CareerTEC keeping the CTEI grant funds in FY24 to pay a part of the teacher salaries. Auditor had no problems or recommendations to note.
- B. CTEI Grant Funding: FY25:** We received \$44,291 of the \$300,731 grant on Sept 10. We also received a third voucher payment of \$40,649 on Oct. 1. We resumed giving CTEI allocations to the schools this year after keeping all the CTEI funds last year to pay for teacher salaries. Brian gave each high school principal their CTEI allocation for this year and requested requisitions by Nov 1.
- C. Perkins Funding: FY25:** We received reimbursement of \$12,615, as requested, and Jody continues with purchases for the schools since this is a reimbursement model for funding.
- D. Culinary Arts Certifications:** Last month Brian reported that HOYA had their best pass rate for Certified Nursing Assistant certifications. This month Brian reported that Culinary had the highest pass rate in 10 years (90%) from his students.

- E. **Construction Trades Certifications & Dual Credit Update:** In September, all Construction Trades year one students passed the OSHA 10-hour General Industry course; all four of the year 2 students passed the OSHA Construction course. One of the year one students did not earn his card because he didn't complete the survey. Brian attempted unsuccessfully to request HCC dual credit for our Construction Trades class: first, for Construction Estimating I and then for Building Systems. In the end we have too much hands-on and not enough classroom hours to earn dual credit.
- F. **Auto Hoist Available:** Brian shared that Dakota High School no longer needs a JEPA Auto Hoist and rolling jacks that were purchased by CareerTEC with grant funds in December 2003. These items can go to another member school at no cost on a first-come, first-served basis. If no one wants the item, then the home school and CareerTEC will attempt to sell the item with all proceeds going back to the system.
- G. **CTE Budget Advocacy:** ISBE has opened its hearing for the FY26 budget, which allows the opportunity to advocate for CTE programs and funding. Brian disseminated the CTE Whitepaper providing rationale and a message for funding request. Brian will forward to all educators in our region the email containing important links for more information and budget testimony guidance that can be used by anyone willing to advocate for CTE funding.

**VI. CONSENT AGENDA**

**1. Motion to Approve Routine Items**

Motion was made by Keffer (Dakota) to approve September bills and the destruction of closed-session recordings prior to April 1, 2023; seconded by Alberstett (Durand). Roll call vote was taken: Dotson, Schiffman, Carlson, Katzenberger, Keffer, and Alberstett were all in favor. **Motion carried, 6-0.**

**VII. CLOSED SESSION: NONE**

**VIII. ACTION ITEMS**

**A. Approval of FY24 Audit**

Motion was made by Schiffman (Pearl City) to approve the FY24 Audit providing there are no concerns following Jeremy Dotson's review of the draft audit report; seconded by Katzenberger (Orangeville). Roll call vote was taken: Alberstett, Dotson, Schiffman, Carlson, Keffer, and Katzenberger were all in favor. **Motion carried, 6-0.**

**B. Approval of purchase of new color printer for the office and monochrome printer for programs held at St. John:** Brian relayed that we obtained bids from our current company RK Dixon/Xerox for \$8,551 and Marco for \$8,519. He recommended we purchase from Marco for \$8,519.

Motion was made by Schiffman (Pearl City) to approve the purchase of the printers from Marco seconded by Keffer (Dakota). Roll call vote was taken: Dotson, Schiffman, Carlson, Katzenberger, Keffer, and Alberstett were all in favor. **Motion carried, 6-0.**

**IX. ADJOURNMENT**

Motion was made by Keffer (Dakota) to adjourn at 1:54 p.m.; seconded by Alberstett (Durand). All in favor by voice vote. **Motion carried 6-0.**

  
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Mike Schiffman, Board Member

  
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Jody Ackerman, Recording Secretary