

CareerTEC Board of Directors Meeting
Thursday, December 5, 2024
Held in HOYA 2 classroom at St. John UCC
1010 S. Park Blvd.
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 5, 2024 in the Health Occupations 2 classroom at St. John UCC.

I. ROLL CALL

Present and responded to roll call at 1:35 p.m. were 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. Absent for roll call was Supt. Jenny Keffer, Dakota District, as she arrived after approval of minutes.

II. APPROVAL OF AGENDA

Motion was made by Alvarado to approve the agenda; seconded by Alberstett. Motion approved by voice vote. Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the November 7, 2024, Board of Directors open-session meeting minutes; seconded by Schiffman. Motion approved by voice vote. Motion carried 5-0.

IV. COMMUNICATIONS/ PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

- A. Tour of CTE Programs at St. John UCC:** Brian Greene led the group on a short tour of the classrooms held at St. John and each instructor did a brief presentation of their program. HOYA I and Culinary Arts had students in their classes.
- B. CTEI Grant FY25:** Director Brian Greene reported that we received payments as of Nov. 30 totaling \$126,549 of the \$300,731 grant. Yesterday, a payment of \$43,303 was received. Payments are on schedule.
- C. Perkins Grant FY25:** Reimbursement of \$8,797 was received, as requested. Jody continues to make purchases for this \$94,291 grant.
- D. ISBE's CTE Monitoring Level 1 Review:** Brian reported that he met virtually with ISBE principal consultant Sophia Nuding on Nov. 22 to conduct the required annual CTE Monitoring (Level 1, low risk). He shared the review form containing Brian and the consultant's comments. Final comment following monitoring was that no required actions are needed at this time.
- E. December Schedule:** CareerTEC courses will be slightly altered the week of December 16-20 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 will be done between Dec 4-12. CareerTEC courses held at St. John, Freeport and construction have winter break beginning Friday, December 20, and classes will resume Jan. 6, 2025. HCC classes resume Jan. 13, 2025.

- F. **Roadblocks to Enrollment & Sophomore Tours:** Brian shared the possible barriers and obstacles to students registering for CareerTEC classes that were discussed with the principals and counselors at their November meetings. He started with results from the junior student survey given last year. Why did you decide to take or not to take the second year of the CareerTEC program? Half said they couldn't fit it into their schedule to which the principals and counselors did not believe this to be true in most cases; more a matter of the students having to make a choice between courses. Other possible obstacles: our attendance guidelines, acceptance guidelines 2.0 GPA, less than 10 absences as a sophomore and no discipline issues. All appreciate these guidelines, and none limit the number to enroll but they only want to send students if they think the student would be successful. One issue is morning classes filling up pushing students to PM section and three schools do not transport in the afternoon. A possible solution for HOYA is to have Lori Steele teach a second section of HOYA 1 in the morning. An improvement suggestion was to have the instructors do a better job of explaining the second-year programs and expectations to retain students. Sophomore tours of programs held at St. John and HCC are set for Jan 17 and 24. FHS only will be visited by those touring on Jan. 17. ECE at HCC will not be done on Jan. 24.
- G. **First Semester Drops:** Brian shared the number of drops and reasons compared to last year. 3.3% decline this year compared to 7.6% last year. Three of the 26 provisional students have been dropped for exceeding three absences in the first semester. Additional 16 students have been sent warning letters for missing at least five days and six students for missing seven days.
- H. **January Board Meeting:** Brian proposed the Jan. 9 "if needed" Board meeting not be held. The main item of bill approval on the January agenda can be approved through the fiscal agent, FSD #145, then presented to the CareerTEC Board at the February meeting.
- I. **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 21, 2024, to Jan 5, 2025, for winter break. He will return to work the same day students and teachers return on Monday, Jan 6, 2025.

IV. CONSENT AGENDA

A. Motion to Approve Routine Items: November bills and Destruction of Closed Session Recordings prior to 6/1/23

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

V. CLOSED SESSION: None

VI. ACTION ITEMS

A. Approval of Cancellation of Jan 9, 2025 Board meeting

Motion was made by Alvarado to approve the cancellation of the 1/9/25 Board meeting; seconded by Katzenberger. All approved with voice vote. Motion carried 6-0.

VII. ADJOURNMENT

Motion was made by Alberstett to adjourn at 2:21 p.m.; seconded by Schiffman. All approved with voice vote. Motion carried 6-0.



Carl Carlson, Board President



Jody Ackerman, Recording Secretary