

**CareerTEC Board of Directors Meeting**  
**Thursday, March 6, 2025**  
**CareerTEC Office**  
Freeport, IL 61032

**MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS**

The meeting of the CareerTEC Board of Directors was conducted at 1:30 p.m., Thursday, March 6, 2025, at the CareerTEC office, Freeport, IL.

**I. ROLL CALL**

Present and responded to roll call at 1:36 p.m.: Supt. Kurt Alberstett, Durand District; Asst. Supt. Bsns. Jeremy Dotson, Freeport School District; and Supt. Mike Schiffman, Pearl City District. Also in attendance were Brian Greene, System Director; and Jody Ackerman, Recording Secretary. Supt. Julie Katzenberger, Orangeville District, arrived at 1:38 p.m. when starting information item D. FY26 Enrollment Update.

Absent from meeting was Supt. Jenny Keffer, Dakota District; Supt. Carl Carlson, Pecatonica District, and Supt. Anna Alvarado, Freeport District, however, Asst. Supt. Bsns. Jeremy Dotson took her place.

**II. APPROVAL OF AGENDA *this was done after the informational items***

Motion was made by Alberstett to approve the agenda; seconded by Katzenberger. All in favor with voice vote.

Motion carried 4-0.

**III. APPROVAL OF MINUTES *this was done after the informational items***

Motion was made by Alberstett to approve the open-session minutes from the February 6, 2025, Board of Directors meeting; seconded by Dotson. All in favor with voice vote.

Motion carried 4-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS: NONE.**

**V. INFORMATIONAL ITEMS**

- A. **CTEI FY25:** We are around \$45,000 short of receiving the whole \$300,731 grant. At the April or May board meeting after receiving allocation from ISBE, Brian would like the Board to discuss the CTEI grant amount to send schools or keep at EFE. Also review CareerTEC tuition rates.
- B. **Perkins:** Reimbursement of \$2,663 was reimbursed, as requested. Jody continues purchases for schools. We're short around \$35,000 of the \$94,291.
- C. **FY25 Grant Amendments:** Brian has given to the schools a deadline of May 1 for any changes or additions to their grant fund use. CareerTEC will keep any unused member school funds after May 1.
- D. **FY26 Enrollment Update:** Currently sitting at 241 total applications with 138 of those for our in-house programs (those located at St. John and construction trades) compared to 216 total last year with 118 in house at this time (142 is our in-house goal). Spreadsheet links have been shared with the school counselors so they can track their students. Guaranteed seats are due April 1. Brian sent a table giving each school's preliminary enrollments compared to the prior five years enrollment and five-year average. Dakota and Pecatonica are up; Durand, Freeport and Pearl City are below. Orangeville is basically the same. Wait lists have been started for ECE, Construction Trades, Ind. Mfg. and CATS. CTYA has more students than the seat limit for two sections. Instructor is unable/unwilling to create an afternoon section. Brian is working on adding an afternoon section for ECE and Industrial Mfg.

- E. **CTE Teachers' Workshop:** The Annual Professional Development workshop will be combined with the annual grant planning session at HCC Student Conference Center and is set for April 17. It's going to again be in conjunction with EFE 150 CEANCI (Rockford region) and EFE 160 CTEA (Elizabeth region). Teachers will receive 5 PDUs for attending and is free to CTE teacher and counselors. CareerTEC will reimburse sub and mileage cost for our region's teachers. Morning will be led by Sarah Meador, director of ROE #8 services. Morning session will dig into five best practices instructional strategies emphasizing Reading/Language Arts and Math. After the catered lunch, there will be career cluster breakout session. Then, the 90-minute session for each region to break out and work on their grant planning.
- F. **Mall of Life Event:** Colleen did a great job organizing this financial literacy event, which was held on Feb. 25-26. All member district's 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade students (approx. 340) except Durand participated. Brian included a career exploration element to the event again this year with his station handing out career guides. He also shared that 98% of the volunteers surveyed thought the Mall was worthwhile and effective. We are still compiling the student survey data.
- G. **Careers to Consider:** This event sponsored by Highland Community College had to be canceled due to inclement weather. It had been planned for Feb. 12 at HCC for 70 eighth-graders from Dakota, Pecatonica, Orangeville, Lena-Winslow, and the home school association. HCC is unable to reschedule the event.
- H. **PaCE and CCPE Deadlines:** Brian relayed that this was a common topic at the recent principal and counselor meetings held with him. Basically, the deadline of July 1, 2025, to adopt and commence implementation with a framework that aligns to the IL PaCE Framework and prominently display it on the district/school website. Brian relayed that the state gave a template that can be used, and Orangeville Supt. Julie Katzenberger stated that she wants that template. Schools also need to apply to ISBE or adopt a timeline for implementation to offer CCPE in at least one endorsement area beginning with the high school graduating class of 2027 then additional one in 2029 and 2031 (only schools with enrollment above 350). The counselors decided to work together to build a CCPE endorsement, and they will meet with the CIB instructor Elizabeth Hazzard, who will assist them to build the endorsement around the CareerTEC business program.
- I. **Director Vacation Time:** The director contract states that he is to inform the Board of days out of office longer than 3 days in length. Brian plans to be out for spring break March 24-28. He also let them know that he will also be out of the office Monday, March 17, for funeral/Celebration of Life in Florida, and April 3-4 for a college visit to Notre Dame.

#### VI. CONSENT AGENDA

##### 1. Motion to Approve Routine Items

Motion was made by Katzenberger to approve February bills and the destruction of closed-session recordings prior to September 1, 2023; seconded by Dotson. Roll call vote: Alberstett, Dotson, Schiffman, and Katzenberger all in favor. **Motion carried, 4-0.**

#### VII. CLOSED SESSION: NONE.

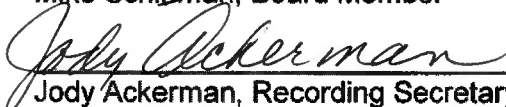
#### VIII. ACTION ITEMS:

- A. **Approval of Director Salary Increase:** This was tabled until next month.

#### IX. ADJOURNMENT

Motion was made by Katzenberger to adjourn at 1:55 p.m.; seconded by Dotson. All approved with voice vote. **Motion carried 4-0.**

  
Mike Schiffman, Board Member

  
Jody Ackerman, Recording Secretary