

CareerTEC Board of Directors Meeting

Tuesday, June 5, 2025

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 5, 2025, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

Responded to roll call at 1:34 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. Jenny Keffer, 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 Alvarado. All in favor by voice vote.

Motion carried 5-0.

III. APPROVAL OF OPEN-SESSION MINUTES

Motion was made by Schiffman to approve the open and closed-session meeting minutes from May 8, 2025, Board of Directors meeting; seconded by Katzenberger. With roll call vote, Alberstett, Alvarado, Schiffman, Carlson, and Katzenberger and were all in favor.

Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

None.

V. INFORMATIONAL ITEMS

Director Brian Greene relayed the following information:

A. CTEI Grant

FY25: Received May's vouchered payment on Monday of this week (June 2) (\$8,085) total \$294,066 received of \$300,731 grant. Final Budget amendment was submitted 5/30 and approved by ISBE 6/2. Plan to close out grant 6/30/25. Three schools eventually responded to Brian's request for use of Elementary funds for K-8 career awareness/exploration. Durand: \$350 various career activities; Pearl City: \$500 Xello elementary; and Freeport Middle School: \$510 career activity books.

FY26: No allocation received yet. Illinois appropriated \$59,300,000 for CTE and increase of 1.3M (2.2% over FY25). Expect EFE to receive no less than FY25's allocation.

B. Perkins Grant

FY25: reimbursement of \$4,870 was received as requested. Final Budget amendment was submitted 5/30 and approved by ISBE 6/2. Jody to finish purchases for schools and close out grant 6/30/25.

FY26: No allocation received yet.

C. Work Based Learning Grant

Application and budget for \$20,032 was submitted May 15 and ISBE approved on May 16. Brian detailed the items put into the grant benefitting HOYA, CIB, CTYA and Culinary. We took some Freeport WBL items out of the CTEI grant to put into this grant to free up CTEI monies for other school activities/items. This grant ends Aug. 31, 2025, with the extension requested in the application.

D. Area Career Center (ACC) Update

Brian met virtually and had good conversation with Illinois CTE Director Dr. Erica Thieman and consultant Sophie Nuding. Erica provided a more definite plan moving forward, and Brian will re-submit step 1 of application. Needs district help with item J. copies of the participation agreement authorized and certified within the past 5 years by each participating district. Board members were OK with signing the agreement as all districts are active current members of the Consortium. Erica advised that it would be best to complete the three-step app process by December 2025 for potential approval as an ACC in 26-27 with the benefit of significant increases in CTE funding.

E. 2024-2025 Junior and Senior Student Survey Results

Director Greene shared full results from the CareerTEC junior and senior surveys, which gives him feedback on CTE. He will also share with principals, superintendents, and program instructors in the next few weeks. Surveys were completed by 146 (63 seniors, 83 juniors) of the 253 students. Results were overwhelmingly positive. 82.5% seniors and 75.9% juniors thought their enrollment in a CareerTEC program helped them decide about post-high school plans and a career. 98.4% seniors and 98.8% juniors would recommend a CareerTEC class to another student. 53% of juniors said they are taking the second year of the CareerTEC program. 74% of both seniors and juniors thought attending CareerTEC improved their attendance. For CareerTEC teacher rating on a scale of 1(low) to 5(high), 65.1% seniors and 81.9% juniors rated their teacher a 5. And 22.7% and 15.7% of juniors rated their teacher(s) a 4.

F. SY25 Perfect Attendance

Brian shared the names of the 43 students that were recognized for perfect attendance and given their certificate. This is up from last year's 17.

G. Academic Achievement

To assess student success rates, the data was compiled. Overall, 92% of CareerTEC students passed their first semester with a "C" grade or above and second 89% did.

Brian included in the packet the sheet giving a breakdown by program and class sites.

H. 2024-25 Student Drop Rates

Brian reported that we had 274 students at the start of school year to 265 Dec. 2: (3.3% decline) then to 253 May 28 (7.7% decline). Comparison: last year 20 of the 263 students dropped (7.6% total decrease, all were Freeport students). Of this year's 21 total drops, 17 were from Freeport High School, 1 Freeport Alternative High School, 1 Freeport site, 1 Pecatonica and 1 Durand. 19 of the 21 were due to absences, 1 HOYA violation of alcohol and drug policies, 1 serious car accident. He also reported that we started the school year with 26 provisional students. Three were dropped for exceeding three absences in the first semester. Another three were dropped in the second semester for exceeding the nine permitted absences. Overall a 76.9% completion rate for provisional students.

I. Review of Student Attendance Guidelines

Director wanted feedback again on a specific line in the guidelines. *"A student who is withdrawn from a CareerTEC class due to excessive absences will receive a grade of 'W' on his or her HCC transcript (when possible and if needed), and a failing grade and no credit for the class on his or her high school transcript."* The attendance guidelines are not "policy," but they 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. We send notification at five and seven days of absences. 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 add verbiage to the guidelines "for administrator's review" and the Board is relying on the director to use his discretion on scenarios that arise.

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

Motion was made by Alberstett to approve May bills and include three bills due early in July that were sent the morning of the meeting: Skyward, ISCorp, and PSIC insurance renewal. Plus the destruction of closed-session recordings prior to 12/1/23 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 Revised System Director five year contract.**

In April the Board approved a five-year contract that included a 5% salary increase for FY26 and 6% increases in FY28-FY30. Since then the director has spoken with a Teacher Retirement System rep and learned that he could not apply his unused sick days to retire with full benefits at age 59. Through Mr. Carlson, we also learned any salary conversions cannot be reported as creditable earnings if the change in compensation structure occurs during the member's final seven years of service. Therefore, Greene plans to keep his family health insurance coverage board paid at 95% for the remaining five years before his retirement. Motion was made by Alberstett and seconded by Alvarado to approve the revised Director five-year contract to include 6% salary increases for the final four (not three) years of the five-year contract running July 1, 2025, to June 30, 2030. With roll call vote, Katzenberger abstained, Carlson, Alberstett, Schiffman and Alvarado were all in favor.

Motion carried 4-0-1.

B. Approval of FY26 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 FY26 CareerTEC calendar; seconded by Alberstett. All in favor by voice vote.

Motion carried 5-0.

C. Approval of FY26 Joint Use Agreement with FSD #145

Motion was made by Alvarado; seconded by Schiffman, to approve the Joint Use Agreement with Freeport School District at an increased rate of \$5,533 per year (up from \$5,200) and \$53 per hour for IT services (up from \$50 per hour), which will extend to St. John and construction sites. With roll call vote, Alberstett, Katzenberger, Schiffman, Alvarado, and Carlson, were all in favor.

Motion carried 5-0.

D. Approval of FY25 Assigned & Committed Fund Balances

Motion was made by Alberstett and seconded by Katzenberger to approve the FY25 Assigned and Committed Fund Balances going into FY26, which would not exceed \$70,000. This would be for the teachers' July-August contract payouts to finish FY25 salaries (in the event of some catastrophic financial event) and any possible CTEI and WBL grant funds. With roll call vote, Schiffman, Alvarado, Carlson, Alberstett, and Katzenberger were all in favor.

Motion carried 5-0.

E. Approval of FY26 Tentative Budget

CareerTEC bookkeeper Jody Ackerman provided a brief summary, noting that this is a very tentative budget because we haven't received our grant allocations for FY26 yet. She used the enrollment figures as of last week for the tuition and noted the administrative assessment will change when we know the guidelines for grant use.

Motion was made by Schiffman and seconded by Alberstett to approve the FY26 Tentative Budget with a budget hearing to be held Aug. 7, 2025. With roll call vote, Katzenberger, Alvarado, Carlson, Alberstett, and Schiffman were all in favor.

Motion carried 5-0.

F. Approval of Cancellation of July 10, 2025, Board Meeting


Motion made by Alvarado and seconded by Alberstett to approve the cancelation of the July 10, 2025, Board meeting. All in favor by voice vote.

Motion carried 5-0.

IX. ADJOURNMENT

Motion was made by Alberstett to adjourn meeting at 2:05 p.m.; seconded by Katzenberger. All in favor by voice vote.

Motion carried 5-0.



Carl Carlson, Board President



Jody Ackerman, Recording Secretary