

CareerTEC Board of Directors Meeting
Thursday, March 7, 2024
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 7, 2024, at the CareerTEC office, Freeport, IL.

I. ROLL CALL

Present and responded to roll call: Supt. Kurt Alberstett, Durand 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 from meeting was Supt. Nic Butenhoff, Dakota District; and Supt. Anna Alvarado, Freeport District; however, Asst. Supt. Patrick McDermott arrived in her place at 1:35 at the start of information item D.

II. APPROVAL OF AGENDA

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

Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the open-session minutes from the February 8, 2024, Board of Directors' meeting; seconded by Katzenberger. All in favor with voice vote.

Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS: Brian shared that CareerTEC received two thank you notes for the Mall of Life Event. One from Pearl City School's Sandy Scott and Janet Rauch. The other from Britt Watts on behalf of the home school association.

V. INFORMATIONAL ITEMS

- A. **CTEI FY24:** Payment of \$21,654 was received in February, and we are awaiting March 1 vouchered payment of \$11,115. We've received \$238,289 of the \$271,850 grant. At the April board meeting, Brian would like the Board to discuss the possible need of keeping CTEI grant at EFE again to offset teacher salaries and review the tuition rates.
- B. **Perkins:** Reimbursement of \$1,495 was reimbursed, as requested. Jody continues purchases for schools. We've received \$59,222 of the \$92,862.
- C. **FY24 Grant Amendments:** Brian has given 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. **FY23 Annual Report & Program Improvement Plans:** Brian sent a copy of the completed annual report as well as the Program Improvement Plan for the three indicator targets that our region fell short, namely 2S1 reading/language arts, 2S2 mathematics, and 3S1 tracking of concentrator students after secondary education.
- E. **FY25 Enrollment Update:** Currently sitting at 220 total applications with 118 of those for our in-house programs (those located at St. John and construction trades) compared to 129 last year at this time (142 goal). Spreadsheet links have been shared with the school counselors so they can track their students. Guaranteed seats are due April 2. Brian sent a table giving each school's preliminary enrollments compared to the prior four years enrollment and four-year average. Dakota, Pearl City and Pecatonica are up; Durand, Freeport and Orangeville are below. Wait lists have been started for ECE and CATS. CTYA has more students than the seat limit for one section.

- F. **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 5. It's going to 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. The room cost will be split among the 3 EFEs, presenter cost will be paid by CareerTEC, and food will be split based on count from each EFE. Morning will be led by Sarah Meador, director of ROE#8 services. Morning sessions will focus on two indicators (CTE in ELA and Math), which all three EFEs are short of the target. 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.
- G. **Mall of Life Event:** Colleen did a great job organizing this financial literacy event, which was held on Feb. 21-23. All member district's 6th or 7th grade students (approx. 450) except Pecatonica participated. Brian included a career exploration element to the event this year with his station handing out career guides and allowing students to ask questions. He also shared the positive evaluation results from participants and presenters.
- H. **Careers to Consider:** This event for high school students was sponsored by HCC and held Monday, Feb. 12, at HCC. All member schools were invited to attend, but none of them participated so it was only Lena-Winslow that sent students. Supt. Katzenberger asked what the event was. Brian explained that HCC teachers do a hands-on activity for an hour with the students in a subject area. Students pick two subjects and are assigned 2 others. This year the subjects were Ag, Biology/ecology, chemistry, CNC machining, cosmetology, healthcare, and welding. This event was discussed at the recent principals and counselor meetings, which included Scott Anderson from HCC. Principals agree that it is a good event and there were a variety of issues the prevented the schools from attending. Counselors suggested returning to a non-traditional programming event. Supt. Katzenberger asked if 8th-9th graders could attend. Brian will discuss with Scott.
- I. **HOYA updates:** Student pinning ceremony is scheduled for May 21 with FHN nurse practitioner Tamisha Bonvillain as guest speaker. All students passed round 1 of the random drug testing. The second round had two non-negatives and after further testing one was below threshold and the other was at the threshold who was then dropped. Teachers can request additional testing if they have reasonable suspicion. 50 of the 53 HOYA I students are doing clinicals at four locations: Park View, Hawthorne Inn, Medina in Durand, and FHN, which is a new facility this year for us after seven year of trying. Lena Living will be our backup in case another facility may become restricted from clinicals. Park View has a few COVID cases so our students are in another wing. 54 students just completed their CPR training. IDPH will be visiting the HOYA program soon. Lori Steele (HOYA coordinator) plans to talk to junior HOYA I students about staying in the program for second year as a senior. Possible schedule conflicts preventing students from HOYA II.
- J. **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 Friday, March 22 through April 1 (last day of spring break). He may work a couple days during spring break week on the LNA/CLNA or the application for Area Career Center status.

VI. CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Alberstett to approve February bills with the addition of the construction project's Menards invoices that Jody sent earlier today and the destruction of closed-session recordings prior to September 1, 2022; seconded by McDermott. Roll call vote: Katzenberger, Alberstett, McDermott, Schiffman, and Carlson all in favor.

Motion carried, 5-0.

Motion was made at 1:54 p.m. by Schiffman; seconded by McDermott to enter into closed session. All in favor with voice vote.

Motion carried 5-0.

VII. CLOSED SESSION

The CareerTEC Board **entered into closed session at 1:54** for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the System or legal counsel for the System, including hearing testimony on a complaint lodged against an employee or against legal counsel for the System to determine its validity and collective negotiating matters between the System and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Open session resumed at 2:25 p.m.

VIII. ACTION ITEMS:

A. Approval of Bookkeeper & Administrative Assistant hourly rate increase

Motion was made by Alberstett; seconded by Katzenberger to approve for FY25 a 4% hourly rate increase for bookkeeper, Jody Ackerman, and administrative assistant, Colleen Mills. Roll call vote was taken with McDermott, Schiffman, Carlson, Katzenberger and Alberstett in approval.

Motion carried 5-0.

B. Approval of Director Salary Increase

Motion was made by Alberstett; seconded by McDermott to approve 5% salary increase for director Brian Greene FY25. Roll call vote was taken with McDermott, Schiffman, Carlson, Alberstett in approval. Supt. Katzenberger abstained.

Motion carried 4-0-1.

C. Approval closed session items

NONE

IX. ADJOURNMENT

Motion was made by Schiffman to adjourn at 2:30 p.m.; seconded by Alberstett. All approved with voice vote.

Motion carried 5-0.



Carl Carlson, Board President



Jody Ackerman, Recording Secretary