

FY'19 CareerTEC BUDGET HEARING MINUTES

CareerTEC Conference Room

2037 West Galena Ave.

Freeport, IL 61032

Thursday, August 8, 2019

President, Mike Schiffman, opens the hearing: Time: 1:30 p.m.

In addition to Supt. Mike Schiffman, Pearl City, the following members were present and responded to roll call at 1:30 p.m.: Supt. Jason Grey, Dakota; Supt. Kurt Alberstett, Durand; and Supt. William Faller, Pecatonica. Absent were Supt. Anna Alvarado, Freeport and Supt. Doug DeSchepper, Orangeville. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, bookkeeper/recording secretary.

The Director, Brian Greene, presented the proposed budget with \$1,111,000 revenue and \$1,125,000 expenditures. A billing summary was handed out to each board member, which reflects each district's tuition and administrative assessment billings that they will be receiving during the school year. Jody relayed that the admin assessments went up from what was presented at the June meeting due to the new director's selection of family health coverage instead of cash option of single coverage and the increased health premiums. She also noted that the assessment includes \$13,900, which is the lowest cost for new accounting software that will have to be purchased this fiscal year as our current Chalkable system's support will end June 30, 2020. Brief discussion was held regarding software systems, and Jody relayed that we need to decide within a couple months to get us in line for an implementation date. She also noted that tuition increased from additional enrollments after June's tentative budget.

Supt. Faller asked how the actual FY19 deficit was covered and what the reserve balance was now. Jody relayed that reserve funds were used for FY19 and the current reserve balance from the July 31 balance sheet sits at \$288,213.

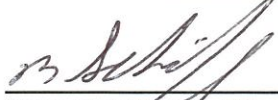
The FY20 deficit budget will be covered by the CareerTEC reserve balance, which contains the committed funds from CTEI and United Way grant funds that we received in FY19 but hadn't fully expended before Fiscal year end. Budget has been available for public display. There was no public comment.

The President entertains a motion to adjourn the hearing.

Motion was made by Alberstett to adjourn the hearing at 1:44 p.m. and seconded by Faller. Motion carried.

Voice vote: All in favor.

The President declares the budget hearing closed: 1:44 p.m.



Mike Schiffman, President



Jody Ackerman, Recording Secretary

CAREERTEC Board of Directors Meeting
Thursday, August 8, 2019
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 1:44 p.m., Thursday, August 8, 2019, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

Present and responded to roll call: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Mike Schiffman, Pearl City District; and Supt. William Faller, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, recording secretary.

Absent were Supt. Anna Alvarado, Freeport District; and Supt. Doug DeSchepper, Orangeville District.

II. APPROVAL OF AGENDA

Motion was made by Faller to approve the agenda; seconded by Grey. All in favor by voice vote.

Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the April and May closed session minutes and the June 6, 2019, Board of Directors open session minutes; seconded by Faller. All in favor by voice vote.

Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI Funding: FY19 grant: Final grant amendment was submitted and approved. \$6,021 left to receive from the last 3 vouchers. Final purchases and transits will be made when all funds received. Grant ends August 31. **FY20 Grant** was submitted to ISBE awaiting approval.

B. Perkins Funding: FY19 grant ended on 6/30/19 and reimbursements are complete with receipt in July of the final \$12,777. **FY20 Grant** was submitted to ISBE and conditionally approved, needing 2 small items updated with the first amendment.

C. Updated FY20 Enrollment numbers:
Updated enrollment sheet as of 8/6/19 was given out.

D. Transportation Schedule:
The transportation schedule was given to board and will begin August 23. Brian noted that HCC begins on the 19th and each district will have to decide on the transportation of their student to HCC before Aug 23. Bus numbers will be added when known and Colleen will communicate with districts. Orangeville will take their students to respective classroom locations. Brian Greene and Kathy Drake will be at Freeport High School the first two days, Aug 23 & 26, to help students get on the correct shuttle bus.

E. Depository Bank:

Brian shared that Citizens Bank approached us with a proposal to try to earn our business. Jody then reached out to our current bank, Fifth Third, and they came back with significantly better interest rate at 2.0% on our money market account, which is currently at .05%.

F. Beginning of School Year Plan

New Student Orientation at HCC will be Tues., Aug. 13 at 6 p.m. HOYA orientation to be Aug. 15 at St. John's, and Culinary will be Aug. 21. Students and counselors have been notified. Due to Brian's father's passing, Brian had to reschedule his teacher evaluation training course to Aug 20-21. The 21st is the first day of teachers so they will work in their classrooms, and Brian will conduct the teacher institute on the 22nd.

VI. Consent Agenda

1. Motion to Approve Routine Items:

Motion was made by Faller to approve July bills plus the destruction of closed session recordings prior to February 1, 2018; seconded by Alberstett. Roll call vote was taken with Schiffman, Alberstett, Grey and Faller all in favor.

Motion carried, 4-0.

VII. ACTION ITEMS

A. Motion was made by Alberstett to approve FSD/CareerTEC joint agreement; seconded by Grey. Roll call vote was taken with Schiffman, Alberstett, Grey, and Faller all in favor.

Motion carried, 4-0.

B. Motion was made by Faller; seconded by Alberstett for Annual Affirmation of Current Policies and Procedures. All in favor by voice vote.

Motion carried, 4-0.

C. Motion was made by Faller; seconded by Alberstett to appoint Mike Schiffman as the Ethics Officer for FY20. All in favor by voice vote.

Motion carried, 4-0.

D. Motion was made by Alberstett; seconded by Grey to continue with Fifth Third as our depository bank and establish the Director and Board President as check signers on the accounts. Roll call vote was taken with Schiffman, Alberstett, Grey, and Faller all in favor.

Motion carried, 4-0.

E. Motion was made by Faller to Affirm the Board of Control Officers with this first year of a two-year term with Doug DeSchepper as President and Mike Schiffman as Vice President. Amy Baker, Treasurer, and Jody Ackerman, Recording Secretary. Motion was seconded by Grey. All in favor by voice vote of Aye.

Motion carried, 4-0.

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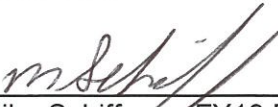
F. Motion was made by Faller to approve the FY20 CareerTEC Budget presented; seconded by Alberstett. Roll call vote was taken with Schiffman, Alberstett, Grey, and Faller all in favor.

Motion carried, 4-0.


G. Approval of Closed Session items (NONE)

VIII. ADJOURNMENT

Motion was made by Faller to adjourn meeting at 2:02 p.m.; seconded by Alberstett. All in favor by voice vote. **Motion carried, 4-0.**



Mike Schiffman, FY19 Board President



Jody Ackerman, Recording Secretary