

CAREERTEC Board of Directors Meeting
Thursday, November 7, 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 1:37 p.m., Thursday, November 7, 2019, at CareerTEC Office, Freeport, Illinois.

I. ROLL CALL

Present and responded to roll call: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District; Asst. Supt. Business Patrick McDermott, representing Freeport District; Supt. Mike Schiffman, Pearl City District; and Supt. Bill Faller, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. Absent was Supt. Doug DeSchepper, Orangeville District.

II. APPROVAL OF AGENDA

Brian Greene requested addition of information item K. Comprehensive Local Needs Assessment to the agenda.

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

Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Faller to approve the open session minutes for the October 10, 2019, Board of Directors meeting minutes; seconded by Alberstett. All in favor by voice vote,

Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI

The first voucher dated 8/28/19 was deposited to our account on Nov. 1 so it's not reflected in the October financial reports.

B. Perkins

\$8,579 has been reimbursed as requested.

C. FY21 Course Description Guide

Director Brian Greene noted that minor edits were made to existing CIB, Graphic Design courses. HOYA I had change in fee information and School to Work I description indicates work may be unpaid and students must find their own work sites. Cosmetology I & II course credits remain the same but the course numbers have changed so course descriptions were revised to reflect this. ECE I has reduced the workload, which reduces the credits earned down from 12 to 6 for courses ECE121 & ECE123. This means their work will count toward the Early Childhood Educator Gateways to Opportunities credential level 1. The addition of ECE year II will expand on its first-year coursework and earn 8 dual credits plus students' work can apply toward Gateways to Opportunities Credentials level 2.

Plus, new course **School to Work Year II** will have students interning out in the workforce without class time but students will have assignments. HOYA II revised its description to better align with HCC's program with the addition of HCC course # HLTH 101 Health Care Delivery. Fees increased as students will earn 5 credits instead of 3. Director Greene also noted that there are 2 potential programs that could be added in the future but are not part of the 20-21 course guide. They are Teacher Education Pathway, which is a follow up from last year's initiated interest that then Director Jen Newendyke investigated, and Hospitality; both would be in conjunction with HCC.

D. Student Registration/Enrollment update: With past issues of enrollment applications not reaching our office, we have been working on streamlining and simplifying the registration process. CareerTEC admin. assistant, Colleen Mills has created an online registration form through Google Forms. Brian has shared this with principals and counselors who were all on board with the online form. Brian projected the form on the wall for superintendents to see and posed our concern regarding the format and legality of electronic signature line for the parent's consent. Further investigation is needed for the correct verbiage and format for this parental consent.

E. Weighted Grading: Brian relayed that concern was raised by CIB instructor Elizabeth Hazzard that weighted grading, specifically at Orangeville High School, may be affecting enrollment in CareerTEC because the CareerTEC courses are not weighted; therefore, some students do not attend CareerTEC (but wish they could). Discussion was held some schools still have some weighting but the final decision to weight should rest with each school and not CareerTEC.

F. Sophomore CareerTEC Fair

All member district high school sophomores (except Freeport) are scheduled to attend the fair scheduled for next Friday, Nov. 15 to acquire a brief overview the CareerTEC programs. Our teachers will then be attending Freeport's Career Fair on Tuesday, November 26 at FHS as part of their Career Pathways Academies format. We are contemplating a change in the future to make it a freshman event and visit each member school to talk to sophomores in person closer to their registration time.

G. Manufacturing Day Survey Results

Survey results following Manufacturing Day that was held Oct. 18: 61 of the 77 student participants completed the survey afterwards. The most significant outcome was that 84% were more aware of the careers in manufacturing. 72% said they were interested in the pathway. All nine chaperones agree that the tours and expo were engaging for students. Overall the event was very successful with the change to just one tour.

H. HOYA Program Policy Update: Discussion was held regarding an update to the HOYA program policy regarding the action taken if a student has a positive drug test result to have the option to remain in the HOYA class for high school credit but not allowed to job shadow or do the C.N.A. training. Supt. Faller stated that no change should be made midstream and consistency should be maintained. Supt. Grey relayed that his school had a student dropped last year because of failed drug test. Further discussion revealed that ultimately the Board will decide on the program policy as it is contained within the HOYA program, which the Board approves in the yearly course offering vote.

I. HOYA blood Drive: HOYA will host blood drive Friday, Nov 22 at St. John's Church.

J. Financial Software Update: As mentioned at previous Board meetings, the current Chalkable financial software that we use will lose support June 30, 2020. Bookkeeper Jody Ackerman has obtained updated quotes. Two companies that remain in the running after updated quotes are SDS and Skyward. Jody has received less than positive feedback from two entities that have switched to SDS with slow support response, extra cost for training, and report creation issues.

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Software Cont'd: Quotes: Initial purchase SDS \$12,000, Skyward \$22,116 but quote increased yesterday with their updated quote to \$25,291. Annual fee SDS \$4,400. Skyward: \$6,561 but increased to \$6,905 yesterday. She is countering with the sales rep to reduce the increased pricing.

K. Comprehensive Local Needs Assessment

Brian handed out document with updated information and outlined the three steps, namely CTE program approval, Program Data Review and Local Needs Assessment that need completed at the district level before CareerTEC can access step 4: The Comprehensive Local Needs assessment.

VI. Consent Agenda

1. Motion to Approve Routine Items

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

Motion carried, 5-0.

VII. ACTION ITEMS

A. Approval of FY2019 Audit

Motion was made by McDermott and seconded by Grey to approve the FY19 Audit that had been presented last month by Jenny Blocker. Approved with roll call vote. Alberstett, McDermott, Schiffman, Faller, and Grey were all in favor.

Motion carried, 5-0.

B. Approval of 2020-2021 Course Guide

Action item was tabled until the December meeting to look further into the request to update the HOYA program policy regarding positive drug testing options for students.

C. Approval of 20-21 CareerTEC/FSD Joint Use Agreement

Motion was made by McDermott and seconded by Faller to approve the 2020-2021 CareerTEC/FSD Joint Agreement. Approved with voice vote all in favor.

Motion carried, 5-0.

D. Approval of 20-21 Online Student Registration Form

Action item was tabled until the December meeting to get clarification of the proper format and verbiage for the parent signature line.

E. Approval of New Financial Software System


Motion was made by McDermott and seconded by Alberstett to approve purchase of Skyward financial software system. Approved with roll call vote. Grey, Alberstett, McDermott, Schiffman, and Faller were all in favor. Motion carried, 5-0.

VIII. CLOSED SESSION and ACTION ITEMS OF CLOSED SESSION

Director requested to enter into closed session at 2:20 p.m. for discussion on the performance of specific employee and a student disciplinary case.

IX. ADJOURNMENT

Motion was made by Faller upon return to open session to adjourn at 2:35 p.m.; seconded by Alberstett. All in favor by voice vote. Motion carried 5-0.


Board Member:


Jody Ackerman, Recording Secretary