

**CAREERTEC Board of Directors Meeting**  
**Thursday, December 5, 2019**  
**CareerTEC Office**  
2037 W. Galena Ave.  
Freeport, Illinois 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 Thursday, December 5, 2019, at the CareerTEC office, Freeport, Illinois.

**I. ROLL CALL**

Present and responded to roll call at 1:32 p.m. were Supt. Anna Alvarado, Freeport District; Supt. Doug DeSchepper, Orangeville Dist.; Supt. Mike Schiffman, Pearl City District; Supt. Bill Faller, Pecatonica District. Also in attendance were Brian Greene, System Director, and Jody Ackerman, Recording Secretary.  
Absent were: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District

**II. APPROVAL OF AGENDA**

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

Motion carried 4-0.

**III. APPROVAL OF MINUTES**

Motion was made by Schiffman to approve the November 7, 2019, Board of Directors open session meeting minutes, the October 10, 2019, and November 8, 2019 closed 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 FY20**

Director Brian Greene reported that the second voucher payment of \$60,485 was deposited in our bank account on Dec 2, 2019, so it isn't reflected in the November financials.

**B. Perkins**

Reimbursement of \$11,657 was received as requested.

**C. Principal & Counselor meetings**

Brian reported to board that he met with both groups in November and gave the draft of CareerTEC FY20 course descriptions, grant updates, and updates on student attendance and discipline. Also were updated on the possibility of the Intro to Education dual credit with possible pilot at FHS in 20-21 and were told to contact HCC's Chris Kuberski if interested or had further questions. HCC's outreach and dual credit coordinator Sam Schaible was present at counselor meeting and informed everyone of upcoming second semester registrations and the need for seniors to complete FAFSA.

**D. December 16-20 Schedule**

Most schools are doing final exams 16-20. HCC will already be out for their break between semesters. After tabulating times for all the schools, CareerTEC will have normal schedule on 16, and 17<sup>th</sup>; Dec 18 all classes except AM2 culinary and HOYA will meet. Thursday and Friday Dec 19-20 only PM classes 1-2:30 will be held.

**E. Technical Assistance Visit**

Whitney Mehaffy, our ISBE consultant, will be visiting on December 18 to conduct a CTE Technical Assistance Visit. This will be the first visit in 5 years. It is intended to ensure we are meeting expectations for approved CTE instructional programs, CTEI and Perkins grant and EFE operations. Jen Newendyke is helping prepare for the visit.

**F. CTE Programs of Study Approval Report**

Brian has requested schools to complete the CTE Program of Study Approval report in IWAS by Friday, Dec. 6 in order to review and complete the approval process for ISBE by Dec. 18. As of Tuesday, Orangeville, Pearl City and Pecatonica have submitted theirs.

**G. Careers to Consider Event**

This HCC and CareerTEC sponsored event will be held February 12, 2020, at HCC. Freshmen and Sophomores are invited. Registration forms were sent to counselors 11/21 with return due date of Jan. 24, 2020. Students can select two career areas and then are assigned to two other career areas to explore. Options are: Auto Body, Applied Science, Automotive, CAD/CNC Machining, Cosmo, Education, Healthcare, and Mechatronics.

**H. Career Fairs**

CareerTEC Career Fair was held November 15 at HCC with 215 sophomores from member districts (except Freeport) in attendance. The survey of students revealed that the event broadened student knowledge of careers and CareerTEC. The top CareerTEC programs that students were most interested in are Criminal Justice, Culinary, and HOYA, Auto Body and Industrial Tech. Teachers were happy with the event. Freeport High School hosted their new format for academies Career Fair the morning of November 26 and all their 9-12 grade students participated. Over 150 informational tables including our CareerTEC program instructors were there. Brian attended for a good share of time and felt they had good interactive presentations for students. Most of the CareerTEC teachers expressed that they liked the format and thought the event went well.

**I. Freeport High School Academies**

Brian shared the final selection of the Freeport High School Academies for the 20-21 school year. In November, he met with the FHS associate principal Sarah Hasken, and she gave more information on the plan using the Academies of Nashville, Tenn., as a model. The academies will be implemented with the freshmen and sophomores in 20-21 so it won't impact CareerTEC for next school year. She did bring up a couple "barriers" in relation to CareerTEC enrollment that need to be addressed in the next year. One being program entrance requirements and second financial assistance. Board expressed that they want further specifics regarding these "barriers."

**J. 2020-2021 Online Application Update**

We received information from FSD145, as promised, giving the verbiage for online signatures that they use. Brian shared the page that has our updated electronic signature that we plan to put on our proposed online application.

**K. 2020-2021 Course Offerings Guide**

Brian presented the HOYA policies and consent forms containing the proposed changes developed after he met with the two HOYA instructors, Lori Steele and Stacey Vock. Proposed changes include random and reasonable suspicion alcohol and drug screening for HOYA I and HOYA II students, the requirement that all students will be tested at least twice during their HOYA participation. Addition of wording regarding altering urine samples and time requirement of voiding. The guide also contains the new Nail Tech program course description requested by HCC cosmetology instructor Amy Chamberlin. HCC will require a minimum 6 students to hold the class and a maximum of 10 students.

**L. January Board Meeting**

The main item on the January agenda of bill approval can be approved through the fiscal agent, FSD145, then presented to CareerTEC board at the February meeting.

**VI. Consent Agenda**

- 1. Motion to Approve Routine Items: November bills and**
- 2. Destruction of Closed Session Recordings prior to 6/1/18**

Motion was made by Faller to approve consent agenda; seconded by Schiffman. Roll call vote was taken, with Alvarado, DeSchepper, Schiffman, and Faller all in favor.

Motion carried, 4-0.

**VII. ACTION ITEMS:**

**A. Approval of 2020-2021 Online Application**

Motion was made by Schiffman to approve the 2020-2021 Online Application; seconded by Faller. All in approval by voice vote.

Motion carried 4-0.

**B. Approval of 2020-2021 Course Offerings guide**

Following Supt. Faller's request for clear statements in the HOYA course description regarding the drug screening and results of a non-negative drug screening, Motion was made by Faller to approve the 2020-2021 Course Offerings guide; seconded by Schiffman. All in approval by voice vote.

Motion carried 4-0.

**C. Approval of Cancellation of 1/9/20 Board meeting**

Motion was made by DeSchepper to approve the cancellation of the 1/9/20 board meeting; seconded by Faller. All in approval by voice vote.

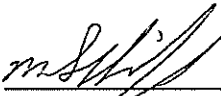
Motion carried 4-0


**VIII. CLOSED SESSION**

None

**IX. ADJOURNMENT**

Motion was made by Faller to adjourn at 2:00 p.m., seconded by Alvarado. All in favor by voice vote. Motion carried 4-0.

  
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~~Doug DeSchepper~~, Board President .  
Mike Schiffman Vice President

  
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Jody Ackerman, Recording Secretary