

CAREERTEC Board of Directors Meeting
Thursday, May 7, 2020
Virtual Meeting from CareerTEC Office
2037 W. Galena Ave.
Freeport, IL 61032

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

Due to the school closings and IL stay-at-home order through May 30, 2020, the meeting of the CareerTEC Board of Directors was conducted under the following **Virtual** format Thursday May 7, 2020, with CareerTEC in Freeport, Illinois.

I. ROLL CALL

Responded in the virtual meeting to roll call at 1:30 p.m.: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Doug DeSchepper, Orangeville 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 at the start of the meeting was Supt. Anna Alvarado, Freeport District. She joined the meeting shortly after the Informational items began.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Schiffman. 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 March 5, 2020, Board of Directors meeting; seconded by Grey. 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

FY20: We received a payment March 2 making total received to date of \$156,277, which leaves approximately \$57,000 balance of the original \$239,945. ISBE sent us notification of revised allocation, which reflected an additional allocation of \$11,528. Then received a payment yesterday of \$26,732. Grant has been extended to June 30, 2021.

B. Perkins

FY20: Received reimbursements in March and April as requested. \$13,559 left to finish the grant and it has been extended to August 31, 2020.

C. Updated Guaranteed FY21 Enrollment numbers

Updated guaranteed enrollment sheet reflects information for action items related to teacher agreement recommendations. Brian noted that the Aquin students will not be guaranteed until they register as part-time students at their respective home school. He also stated that we've started a waiting list for CATS and Culinary because enrollment has exceeded seat capacity. Instructor Jennifer Roser is unsure if year two of Criminal Justice will be held with only four students as they were looking for 8-10 students. Jim Phillips from HCC is still deliberating this class.

D. Community Outreach Coordinator/ School to Work Instructor Update

Kathy Drake's time as COC and STW instructor is ending May 29. The Freeport Community Foundation grant application that was submitted for COC salary funding now has a status of "abandoned," and Brian is not positive if that means it was denied. He hasn't received a reply to his inquiry yet. School to Work is the only class with low enrollment; there are only 2 guaranteed students plus one Pec awaiting paperwork.

E. Outstanding Students, Scholarships, IPA & Perfect Attendance

Brian shared the list of student award winners and perfect attendance as of March 13, which was the last day students were in the classrooms before the schools' shutdown due to the COVID-19 pandemic. Brian and Colleen conducted the interviews with the outstanding students to select the overall outstanding student, Madelyn McIntyre, and scholarship award winner, Kayla Runkle.

F. HOYA C.N.A. Update: After many hours of investigation by HOYA instructors, Stacey Vock and Lori Steele, plus Brian, it is still unknown when the students can complete the clinicals for their final step of their Certified Nursing Assistant training. Facilities are not allowing the students to enter and IDPH won't allow sitting for the exam without clinicals being completed. The students will receive their grade for the high school part of the dual credit and HCC is giving an incomplete and allowing a year to complete for their dual credit course credit. We don't know when students will be able to complete and take the exam.

G. Hiring of Culinary Occupations Instructor

Brian received a request March 30 from Steve Konefes asking if he could return as culinary instructor despite having submitted his resignation in February. The position had already been posted so Brian told him he would have to treat him like any applicant by applying. He did submit his application before the position posting ended. Brian conducted interviews April 2-3 with three of the 11 applicants, one of which was Steve. Brian recommends rehiring Steve.

H. Tenure Status of Computer Information Systems Instructor

Brian received response from lawyers, who stated that Doug Meyers should be considered a full-time teacher (despite part-time IT work) and his benefits paid into TRS as has been done. Based on the evaluations from his past four years and the implementation date of PERA, if he returns for the next school year, Doug Meyers would be tenured.

I. FY20 & FY21 Grants

No grant allocations yet and the Comprehensive Local Needs Assessment due date will be determined after the Disaster Proclamation period. ISBE has extended all state grants to June 30, 2021. Federal grants not extended past August 31, 2020 at this point. Brian will use FY20 grant language and requests to build grant plans for FY21 when grant applications open up. Then will meet with teachers in the fall for actual plans and more in-depth information from the schools and submit amendments then.

J. End-of-Year Plans

Brian has communicated with teachers at Freeport, HCC and our programs. None of them have any students' belongings except Construction. Those students have tools that instructor Brad Miller is arranging a schedule for them to pick them up. Brian and our in-house CareerTEC teachers have developed a plan following ISBE guidelines to clean out their classrooms and prepare for next year during March 26 – June 2, 2020. A teacher in-service will be held June 3, their final contract day.



VI. Consent Agenda

1. Motion to Approve Routine Items:

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

Motion carried, 5-0.

VII. CLOSED SESSION NONE.

VIII. ACTION ITEMS:

A. Approval FY21 Board meeting dates.

Motion was made by Faller; seconded by Alberstett to approve the board meeting dates presented with July 9 date, if July meeting needed. They follow the standard first Thursday following first Monday. All in approval by voice vote.

Motion carried, 6-0

B. Approval to hire Steve Konefes as Culinary Occupations Instructor

Motion was made by Alberstett; seconded by Faller to approve rehiring of Steve Konefes for the Culinary Occupations Instructor position. Roll Call vote was taken with Alberstett, Alvarado, Schiffman, Faller, DeSchepper and Grey all in approval.

Motion carried, 6-0

C. Approval of FY21 Teacher Agreements: Brian displayed Meyers' agreement then

Motion was made by Schiffman; seconded by Grey to approve the teacher agreements for L. Steele, S. Vock, S. Konefes and D. Meyers, who will all remain the same at Full Time. Also E. Hazzard at .5FTE and current annuitant B. Miller for Construction for 599 hours. Roll Call vote was taken with DeSchepper, Grey, Alberstett, Alvarado, Schiffman and Faller all in approval.

Motion carried, 6-0

D. Approval of Bookkeeper and Admin Assistant 2.0% Hourly Rate increase and Multi-year contract for Director Brian Greene for FY21

Motion was made by Faller to combine D & E action items; seconded by Alberstett to approve the 2.0% rate increase for Jody Ackerman and Colleen Mills, and the two-year, 220-day/year contract for Director Brian Greene at salary \$73,000. Roll Call vote approval by Schiffman, Faller, DeSchepper, Grey, Alberstett, and Alvarado.

Motion carried, 6-0

E. Approval of Closed Session Items: NONE

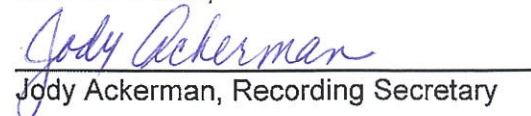
IX. ADJOURNMENT

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

Motion carried 6-0.



Board Member,



Jody Ackerman, Recording Secretary