

CAREERTEC Board of Directors' Meeting
Thursday, March 4, 2021
CONDUCTED VIRTUALLY
With CareerTEC Director
Freeport, IL 61032

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

The meeting of the CareerTEC Board of Directors was conducted virtually at 1:30 p.m., Thursday, March 4, 2021, via Google Meet with CareerTEC Director Brian Greene from his CareerTEC office, Freeport, IL.

I. ROLL CALL

Virtually present and responded to roll call: Supt. Anna Alvarado, Freeport District; Supt. Doug DeSchepper, Orangeville District; Supt. Bill Faller, Pecatonica District; Supt. Kurt Alberstett, Durand District; and Elem Principal Jeff Milburne, representative from Dakota District. Also in virtual attendance were Brian Greene, System Director, and Jody Ackerman, Recording Secretary.
Absent from meeting was Supt. Mike Schiffman, Pearl City District.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Alvarado. Roll call vote: Alvarado, Faller, DeSchepper, Milburne, and Alberstett all in favor.
Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by DeSchepper to approve the open-session minutes from the February 4, 2021, Board of Directors' meeting and table the closed-session minutes until next month; seconded by Faller. Roll call vote: Faller, DeSchepper, Alberstett, and Alvarado all in favor. Dakota's Milburne abstained.
Motion carried 4-0-1.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

- A. **CTEI: FY20:** We're still working on with its extended end date of June 30, 2021. Jody sent reminders to each district principal of their remaining dollars. Any new requests are needed by May 1 or before. Any amendment needs done by May 30. **FY21:** No new payments were received during February and the dollars we have are still covering the obligatory expenditures.
- B. **Perkins:** Reimbursement of \$17,113 was reimbursed as requested. Jody sent each high school's grant spreadsheet update to the respective principal last week before the principal meeting.
- C. **ESSER Grant:** After the touchless hand sanitizer dispenser purchase last month, we have \$160 left. Director Brian just learned of a second ESSER grant was allocated to our EFE for \$13,568. Budget plan due to ISBE by June 30th.
- D. **Education Career Pathway RFP:** Brian gave an update on the specifics of the Education Career Pathway in the written board packet and relayed to board in the actual meeting that we were approved for the \$249,000 award for Freeport High School. This has an August 31, 2021 end date as Brian requested the extension. Principal Beth Summers relayed that she has been in communication with administrators regarding plans for these funds to finalize the budget.

- E. **CTE Month / Manufacturing Presentations:** Brian relayed the modified event due to the pandemic went well. There were 251 responses to the scavenger hunt that was part of the CTE Month/Manufacturing presentation that was created here with embedded manufacturing business videos and sent to each school for their students. A total of 20 of the 50 students that answered all 10 correctly will earn a \$10 gift certificate. The committee agreed that all 160 students that answered 8 or more correctly will get a T-shirt.
- F. **Certified Professional food Manager Exam Results:** Culinary certification results were not as good as usual. 14 of 30 passed the 1st exam. Due to going to remote instruction, the actual in-person proctored exam was delayed from its usual October date. Instructor is planning review sessions outside of regular class hours and a 2nd testing date on March 16.
- G. **Perkins V Update:** ISBE is pushing to get intergovernmental agreements updated for the EFE systems. Brian will send agreements to schools after Part 256 rules (which could affect the agreements) are finalized. Also the Local Needs Assessments will need to be reviewed by each school in the fall.
- H. **2021-2022 Online Applications Update:** Brian presented CareerTEC virtually to all schools' sophomores and some juniors. He also did one for Freeport parents who appreciated the information, and Brian plans to include parents in the future. This 2nd year of the online application process has been rolling in enrollment requests. As of today, March 4, we have 83 applications compared to last year's March 1st date with 82. EFE system directors have expressed concerns whether we'll have good enrollment because of the pandemic and students needing to retake courses thereby, reducing periods available for elective coursework. Brian disseminated in the Board packet a spreadsheet giving breakdown of school and program numbers as of March 1. Colleen has shared spreadsheet links with the school counselors so they can track their applicants. April 1st is the due date for guaranteed enrollments.
- I. **Procurement Risk Mitigation:** Brian received an email from ISBE that indicated action needed to update our policy regarding procurement. Brian discussed with ISBE contact person to discuss what's needed to resolve this. Brian will proceed with her guidance then present at April 8 meeting.
- J. **FY22 Grant Planning Day/ Professional Development:** FY22 CTE Grant Planning meeting will be held April 9 at St. John's. Brian wants CTE teachers and counselors there to discuss grant and CIP changes that will create issues to address at each school. An in-service for CareerTEC, CEANCI and JoDaviess Carroll CTE Academy systems' teachers will be held April 21 at St. John's. Deb Endress, Aaron Jordan and Gary DeVore from ROE8 will present a similar well-received PD that was presented to CareerTEC teachers last August outlining strategies of implementing ELA, math, and science in CTE classrooms as well as focus on social-emotional needs for students and teachers. Districts will be reimbursed for sub costs and mileage will be paid.
- K. **Counselor and Principal Meetings:** Brian held meetings with both groups last week and reminded each group of the guaranteed enrollment due date of April 1. One highlight is if schools go back to regular bell schedules next fall then CareerTEC will go back to 90-minute classes.
- L. **Entrance Requirement update:** To satisfy our CLNA goal of revisiting entrance requirements at a Board meeting as they relate to "Access to High Quality CTE," discussion was held regarding CareerTEC's entrance requirements and provisional status option. Question was raised about the 10 days limit to which Brian replied that we look at the reasons for the absences for consideration. Consensus was that our requirements support maintaining high quality CTE while still allowing good risk applicants under the provisional acceptance.

M. **Program Update:** A newsletter containing updates for all the programs except Auto Body was emailed today to schools, families, and will be posted on the website tomorrow. He made note that some of the pictures of students without masks are from prior years.

VI. CONSENT AGENDA

1. Motion to Approve Routine Items:

Motion was made by Alberstett to approve February bills and the destruction of closed-session recordings prior to September 1, 2019; seconded by Faller. Roll call vote: Faller, DeSchepper, Milburne, Alberstett, and Alvarado all in favor.
Motion carried, 5-0.


VII. CLOSED SESSION

Motion was made by Faller; seconded by Alberstett at 2 p.m. to go into closed session for discussion of employment, compensation, or performance of specific system employees. Roll call vote taken with Milburne, Alberstett, Alvarado, Faller and DeSchepper in favor.
Motion carried 5-0

VIII. ACTION ITEMS: NONE

IX. ADJOURNMENT

Regular open meeting resumed at 2:15 p.m., and Motion was made by Alberstett to adjourn at 2:15 p.m.; seconded by Alvarado. Roll call vote taken with Alberstett, Alvarado, Faller, DeSchepper and Milburne in favor.
Motion carried 5-0.



Doug DeSchepper, Board President



Jody Ackerman, Recording Secretary

