

**CAREERTEC Board of Directors' Meeting**  
**CareerTEC**  
Freeport, IL 61032  
Thursday, August 5, 2021

**MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS**

The meeting of the CareerTEC Board of Directors was conducted following the budget hearing under the following format at 1:45 p.m., Thursday, August 5, 2021, at CareerTEC, Freeport, Illinois.

**I. ROLL CALL**

Present and responded to roll call were Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand; Supt. Jeff Milburn, Orangeville; Supt. Mike Schiffman, Pearl City; and representing Pecatonica District was Principal Todd France. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, bookkeeper/recording secretary. *Absent was Supt. Anna Alvarado, Freeport.*

**II. APPROVAL OF AGENDA**

Director Greene requested the addition of June's budget hearing minutes in the approval of minutes section of the agenda. Motion was made by Alberstett to approve the amended agenda; seconded by Grey. Motion carried following roll call vote with Schiffman, France, Milburn, Grey and Alberstett all in favor.

**Motion carried 5-0.**

**III. APPROVAL OF MINUTES**

Motion was made by Alberstett to approve the June 15, 2021, budget hearing minutes, and the Board's open- and closed-session minutes; seconded by Grey. With roll call vote taken, Schiffman, France, Grey and Alberstett all in favor and Milburn abstained.

**Motion carried 4-0-1.**

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

There were no communications or public comments.

**V. INFORMATIONAL ITEMS**

**A. CTEI State Funding**

**FY21 grant:** All funds have been received. Purchases are being made to finish the grant funds with the grant ending August 31, 2021.

**FY22 grant** allocation of \$246,364 was received and the online application just recently opened with due date of submission by Sept. 1 for a July 1 start date. Brian held a grant planning meeting in the spring, and we have the schools' grant requests here.

**B. Perkins Funding**

**FY21 grant** will end August 31, 2021. Final purchases will occur in August to finish the \$92,113 grant.

**FY22 grant** allocation of \$77,361 received and Perkins is included in the consolidated application, which recently opened. This allocation is much less than last year, which was explained to Director Greene due to reduction in poverty level (mainly Freeport's).

**C. ESSER Funding**

**ESSER 2:** We have received \$1,910 reimbursement and continue working on the purchases to finish out the \$13,568 grant, which ends Sept 30, 2021.

**ESSER 3:** This FY22 American Rescue Plan Elementary and Secondary School Emergency Relief III grant gave CareerTEC an allocation of \$30,459. The application is due no later than June 30, 2022, with reimbursement period running to September 30, 2024, as long as requirements are met. Grant end date Sept. 30, 2022.

**D. Career Exploration Grant**

We've received all the funds of this \$25,000 grant for which we have plans and requests from the 3 schools that qualified for this grant with 70% or below funding adequacy – Freeport, Pearl City and Pecatonica. Jody is working on those purchases. End date is June 30, 2022.

**E. Education Career Pathway Grant**

We received the final payment on June 22 for this first year of the grant. All monies have been transited to Freeport School District as of June 30, 2021. Freeport principal Dr. Beth Summers provided information for an amendment, which was submitted and approved on July 7, 2021. The grant end date is Aug. 31, 2021. We plan to reapply for FY22 when it opens up. This grant's intent is to start a pipeline of Freeport students wishing to pursue an educator career and the hope is to open this up to all the consortium's students.

**F. Updated FY22 Enrollment numbers**

Updated enrollment sheet as of 8/3/21 with 237 students was included in the packet showing a slight increase of 8 students. Changes will continue until school starts.

**G. Beginning of School Year Plan**

New Student Orientation at HCC for dual credit students will be 6 p.m. Tues., Aug. 10 in the YMCA gymnasium. Brian and Sam Schaible will present before teachers work with their specific students/parents/guardians. Forms and registration payments will be collected. HCC classes begin Aug. 16 and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 24. HOYA orientation to be Aug. 19 at St. John's, and Culinary's 7 year-2 students will be notified of their meeting. Students and counselors have been notified. Teacher institute will be Aug. 20 and 23 with classes beginning on Aug 24. Masks will be required for all meetings.

**H. Back-to-School Plan**

Director Greene sent to the Board members the draft of the CareerTEC Back-to-School plan based on the draft that Dr. Schiffman is using at Pearl City. Plan includes that all students and staff wear masks, we are not doing temp checks or screenings upon arrival to location, and we will be in-person instruction, not remote. We will do assigned seating with 3-foot distancing. Visitors are welcome to the classroom. Brian asked for feedback whether we should use subs and allow field trips. Consensus was that we would use subs, Brian should use his judgment for field trip approvals. Student internships are not field trips, it's part of their education. Remote instruction could be done on weather days.

**VI. Consent Agenda**

**A. Motion to Approve Routine Items**

Motion was made by Milburn to approve July bills plus the destruction of closed-session recordings prior to February 1, 2020; seconded by Alberstett. Roll call vote was taken with Grey, Alberstett, Schiffman, France and Milburn all in favor.

**Motion carried, 5-0.**

**VII. CLOSED SESSION**

- A.** At 2:08 p.m. Motion was made by Alberstett to go into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; seconded by Grey. Roll call vote was taken with Schiffman, France, Milburn, Alberstett and Grey all in favor.

**Motion carried, 5-0.**


**VIII. ACTION ITEMS upon return from closed session at 2:25**

- A. Motion was made by Alberstett for Annual Affirmation of Current Policies and Procedures.; seconded by Grey. Roll call vote was taken with Milburn, Alberstett, Grey, Schiffman, and France all in favor. **Motion carried, 5-0.**
- B. Motion was made by Milburn; seconded by Grey for Mike Schiffman to continue as the Ethics Officer for FY22. All in favor by roll call vote: Alberstett, Grey, France and Milburn. Schiffman abstained. **Motion carried, 4-0-1.**
- C. Motion was made by Grey; seconded by Milburn to continue with Fifth Third as our depository bank. Roll call vote was taken with Alberstett, Grey, Schiffman, France and Milburn all in favor. **Motion carried, 5-0.**
- D. Motion was made by Alberstett to approve the Board of Control Officers with this first year of a two-year term with Supt. Mike Schiffman as President, Supt. Carl Carlson as Vice President, Amy Baker as Treasurer, and Jody Ackerman as Recording Secretary. Motion was seconded by Grey. All in favor with roll call vote: Grey, France, Milburn and Alberstett. Schiffman abstained **Motion carried, 4-0-1.**
- E. Motion was made by Alberstett to approve the FY22 CareerTEC Budget presented; seconded by Grey. Roll call vote was taken with Milburn, Alberstett, Grey, Schiffman, and France all in favor. **Motion carried, 5-0.**
- F. **Approval of Closed-Session item**  
Motion was made by Alberstett, seconded by Milburn, to approve the hiring of Dan Harrington for the Construction Trades Instructor position at .35FTE with salary of \$22,885 under the condition that completion of 120 PDU's and becoming certified after 90 days. Roll call vote was taken with Grey, Schiffman, France, Alberstett Milburn in favor. **Motion carried, 5-0.**

**IX. ADJOURNMENT**

Motion was made by Alberstett to adjourn meeting at 2:31 p.m.; seconded by Grey. All in favor with voice vote.

**Motion carried, 5-0.**

  
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Jason Grey, Board member

  
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Jody Ackerman, Recording Secretary

