

CAREERTEC Board of Directors Meeting
Thursday, November 4, 2021
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 at 1:30 p.m., Thursday, November 4, 2021, at the CareerTEC office.

I. ROLL CALL

Present and responded in person to roll call: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Anna Alvarado, Freeport District; and Supt. Carl Carlson, Pecatonica District. Supt. Mike Schiffman, Pearl City District, was in attendance via phone. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. *Absent was Supt. Jeff Milburn, Orangeville District, who arrived at 1:35 during the ESSER info item.*

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Grey. All in favor by roll call aye votes from Alberstett, Alvarado, Schiffman, Carlson and Grey.
Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the open-session minutes for the October 7, 2021, Board of Directors meeting minutes; seconded by Grey. All in favor by roll call vote with aye votes from Alvarado, Schiffman, Carlson, Grey and Alberstett.
Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI Grant

FY22: Total Grant allocation of \$246,364. Two vouchers have been issued but no action by comptroller. Only obligatory purchases have been made.

B. Perkins Grant

All FY22 purchases are being made and reimbursement of \$18,257 was rcvd Oct. 15 as requested following the September expenditure report. Purchases continue.

C. ESSER 3 Grant

Orangeville Supt. Jeff Milburn arrived at the meeting. CareerTEC was allocated \$30,459 for the FY22 American Rescue Plan Elementary and Secondary School Emergency Relief III. Brian has submitted the budget plan for the grant to ISBE and today received it back again for more changes. The washer and dryer have been denied again. Brian will resubmit with a different plan.

D. FY21 Career Exploration Grant

Director Greene reminded the board that this grant is for Freeport, Pearl City and Pecatonica schools who were eligible for it. He shared the Pec teacher's feedback following use of one of their items purchased from this grant. Jody was finally able to order the Lego item for Pearl City and will continue finishing Pec's requests.

E. Educator Career Pathway Grant: Oct. 14 Brian received approval for the \$249,000 continuation grant that Beth Summers and he had written and was submitted Sept. 30.

F. FY23 Course Description Guide: Main significant changes Brian shared were:

Removal of HCC's Ag Mech and Tech because the teacher's schedule won't allow it but he is interested in offering tours and maybe try to offer in the future.

Addition of Business Management class to the CareerTEC business program during the AM2 (9:20 a.m. -10:50 a.m.) section. This would serve Freeport High junior and seniors and allow our current instructor to go from .5FTE to .75 FTE with at least 14 students per year enrolled. We will need to weigh the enrollment vs cost in spring.

Addition of Freeport's Basic Fire Fighting as an AM class.

Addition of Freeport's Education Career Pathways as a PM class. At this time this is not dual credit, but Freeport is still working with HCC for that.

However, for both Freeport classes they want to only allow up to 8 out of district students and wants their students getting the first spots and will not require certain attendance or GPA for students to enroll because their academy model is all-inclusive with no barriers.

Brian relayed that he questioned associate principal Sarah Hasken how this will follow the CareerTEC Joint Agreement to allow 50% of seats to the other member schools and that the CareerTEC board may not like not following the CareerTEC entrance guidelines. Supt. Mike Schiffman asked how we can title these new Freeport classes as CareerTEC classes when they are not following our requirements. Freeport Supt. Anna Alavarado said she will talk to Sarah Hasken regarding the courses.

G. Emergency Drills: Brian relayed that the law enforcement, severe weather & shelter in place, and fire drills were run on Oct. 25. The new fire alarm system does not extend past the CareerTEC wing where HOYA II and culinary classes meet. Until this is resolved, which St. John will take care of with FEMA money, Doug Meyers will text those teachers. Brian also relayed that we purchased emergency whistles to be used.

H. CareerTEC fairs

After meeting with Freeport college and career advisor T.J. Jackson this past Monday, Brian sent an invitation to the outside schools with the possibility of joining Freeport's virtual Nov 23 Career Fair. There is still concern that there may be some logistical problems that would not allow it to work.

Brian also relayed that the CareerTEC teachers would like as a recruitment activity to host program tours in January or February for the programs held at St. John, HCC and Freeport High.

Brian shared that he recently presented CareerTEC courses and what we offer for the member districts to the Pearl City School Board and they were excited. Brian also plans to work on a Career Fair for grade 6-8 students in the spring.

I. Program Data Review (PDR)

It's time for the midpoint review of the four-year Consolidated Application. The system is supposed to open Nov. 8 and ISBE will send a guidance document. Schools will need to complete the PDR and LNA (Local Needs Assessment). Brian sent information to the school counselors and principals to help them prepare for the PDR.

J. HOYA Drug Screens. Brian relayed that HOYA I and II programs completed their first round of random drug screenings through Monroe Clinic. Due to absences and possible cheating, 4 students were re-tested. One tested positive and another refused to provide a sample and will therefore be treated as a positive test and dropped from the program. We are awaiting results of the other 2 students. Testing will be done again in the spring.

K. Laser Engraver: Orangeville put in the first response requesting the laser engraver that CareerTEC had initially purchased for Dakota with grant funds and is now available because Dakota purchased a new one. Dakota Supt. Jason Grey asked Orangeville Supt. Milburn to please arrange for pick up of said engraver soon.

VI. Consent Agenda

1. Motion to Approve Routine Items

Motion was made by Grey to approve October bills and destruction of closed-session recordings prior to May 1, 2020; seconded by Schiffman. Roll call vote was taken with Milburn, Grey, Alberstett, Alvarado, Schiffman and Carlson all in favor.
Motion carried, 6-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

A. Approval of FY2021 Audit

Motion was made by Alberstett and seconded by Alvarado to approve the FY21 Audit that had been presented as a draft last month by Jenny Blocker and then approved by Patrick McDermott. Approved with roll call vote. Alberstett, Alvarado, Milburn, Schiffman, Carlson and Grey, were all in favor.
Motion carried, 6-0.

B. Approval of 2022-2023 Course Guide

Action item was tabled until the December meeting to gain more information on the new Freeport courses.

IX. ADJOURNMENT

Motion was made by Alberstett to adjourn at 2 p.m.; seconded by Milburn. All in favor by voice vote.
Motion carried 6-0.



Board Member


Jody Ackerman, Recording Secretary

