

CAREERTEC Board of Directors' Meeting
Thursday, March 9, 2023
Held as Virtual Google Meet and in person at CareerTEC Office
Freeport, IL 61032

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

The meeting of the CareerTEC Board of Directors was conducted with both a virtual via Google Meet and in-person option at 1:30 p.m., Thursday, March 9, 2023, at the CareerTEC office, Freeport, IL.

I. ROLL CALL

Present and responded to roll call virtually: Supt. Jason Grey, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Jeff Milburn, Orangeville District; and Supt. Anna Alvarado, Freeport District. Also in attendance in person at the CareerTEC office were Supt. Mike Schiffman, Pearl City District; Brian Greene, System Director; and Jody Ackerman, Recording Secretary.
Absent from meeting was Supt. Carl Carlson, Pecatonica District.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Grey. All in favor with voice vote.
Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the open- and closed-session minutes from the February 9, 2023, Board of Directors' meeting; seconded by Milburn. All in favor with voice vote.
Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS: NONE

Motion was made by Milburn seconded by Alberstett to enter into closed session.

V. CLOSED SESSION

The CareerTEC Board entered into closed session at 1:35 for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the System or legal counsel for the System, including hearing testimony on a complaint lodged against an employee or against legal counsel for the System to determine its validity and collective negotiating matters between the System and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Open session resumed at 2:31 p.m.

VI. INFORMATIONAL ITEMS

- A. **CTEI: FY23:** Payment of \$28,407 was received in February and, on March 3, we received \$8,837. Jody is making purchases for the schools.
- B. **Perkins:** Reimbursement of \$3,848 was reimbursed, as requested. Jody continues purchases for schools.
- C. **Education Career Pathway RFP:** The bills contain the second payment that will be transited to FSD145. FSD145 will be returning \$11,587.36 of unused FY22 grant funds.
- D. **FY23 Grant Amendments:** Brian has given a deadline of May 1 for any changes or additions to their grant fund use, and CareerTEC will keep any unused member school funds after May 1.

- E. **Grant Planning Meeting:** Annual meeting set for April 14. CareerTEC will reimburse sub and mileage cost.
- F. **Mall of Life Event:** Colleen did a great job organizing this event, but unfortunately, we had to cancel the first two days due to the ice storm. Freeport, Pearl City, Aquin, Tri-County and Durand schools' students were unable to participate. We did hold it on Feb. 24 for Orangeville and Dakota students. HCC's room is booked solid so we couldn't reschedule there. Brian shared the positive evaluation results from participants and presenters.
- G. **Careers to Consider:** This event for high school students was sponsored by HCC and held Monday, Feb 13, at HCC. All member schools were invited to attend but only 4 Dakota students participated along with 22 from Lena-Winslow. Students participated in four of the five subjects: Automotive, CAD/CNC machining, Cosmetology, Early Childhood Ed, and/or Welding. All participants said they would recommend this event to a friend.
- H. **HOYA updates:** Student pinning ceremony is scheduled for May 9 with five or six former HOYA students as guest speakers. 38 of the 39 HOYA I students are doing clinicals at Park View, Hawthorne Inn, Lena Living and Medina in Durand. Three of the four facilities are having COVID outbreaks. All students passed rounds 1 and 2 of the random drug testing. Teachers had concerns recently of some students with an unusual odor so they did reasonable suspicion drug testing, which all students passed.
- I. **Classes Canceled March 17:** With the inability (due to medical issues) of having Deb Endress provide the CTE in-service as usual for all our region's CTE teachers, Brian reached out to FSD145 and asked if they would allow our 6 teachers to join FSD145's day of professional development at Freeport High and the Jeanette Lloyd Theater. FSD has approved this.
- J. **2023-2024 Online Applications Update:** Brian disseminated in the Board packet a spreadsheet giving breakdown of school and program numbers as of March 9. Colleen has shared spreadsheet links with the school counselors so they can track their applicants. April 3 is the due date for guaranteed enrollments. We have increased enrollment as of this date for our in-house programs at 129 students compared to our total in house enrollment for the current year of 127. Student applications from Dakota, Pearl City, Pecatonica and Aquin are higher so far than prior years. We expect more applicants as Freeport registration started later this year and isn't complete, and Orangeville hasn't begun yet.
- K. **Director Vacation Time:** The director contract states that he is to inform the board of days out of office longer than 3 days in length. Brian will be out during break week.

VII. 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, 2021; seconded by Grey. Roll call vote: Milburn, Grey, Alberstett, Alvarado, and Schiffman all in favor.

Motion carried, 5-0.

VIII. ACTION ITEMS:

A. Approval of Bookkeeper & Administrative assistant hourly rate increase:

Motion was made by Alberstett; seconded by Alvarado to approve for FY24 a 5% salary increase for bookkeeper Jody Ackerman, and move Colleen Mills hourly rate to \$16.00. Roll call vote was taken with Alberstett, Alvarado, Schiffman, Milburn and Grey in approval.

Motion carried 5-0.

B. Approval of Director Salary Increase:

Motion was made by Grey; seconded by Alberstett to approve 5% salary increase for director Brian Greene FY24. Roll call vote was taken with Grey, Alberstett, Alvarado, Schiffman, and Milburn in approval.

Motion carried 5-0.


C. Approval closed session items:

NONE


IX. ADJOURNMENT

Motion was made by Grey to adjourn at 2:37 p.m.; seconded by Milburn. All approved with voice vote.

Motion carried 5-0.



Mike Schiffman, Board President



Jody Ackerman, Recording Secretary

