

CareerTEC Board of Directors' Meeting
Thursday, April 6, 2023
CareerTEC Office
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 under the following format 1:30 p.m., Thursday, April 6, 2023, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

Motion was made by Grey to approve the open-session and closed-session minutes from the March 9, 2023, meeting of Board of Directors; seconded by Alberstett. 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

FY23: We received notice of an additional amount of \$1,835 to the grant, which Brian will create an amendment by May 3 to have start date of April 3, 2023. We received payment of \$10,398 in March, making \$222,062 total received of the \$248,199 grant. Jody continues to make purchases for schools.

B. Perkins

Reimbursement of \$1,407 was reimbursed, as requested. We have expended \$76,288 of this \$94,557 grant. Jody continues to make purchases.

C. ESSER Grant

We received notice of additional funds in the amount of \$21 for which Brian will amend the budget to purchase face masks and gloves for HOYA.

D. FY23 Safety Drills

All required fire drills and severe weather/shelter-in-place drills have been completed and turned into the ROE on March 2.

E. FY22 Data Annual report & Prog Improvement plans

Brian shared the FY22 annual report and program improvement plans that he submitted to the ISBE consultant on March 10.

F. HCC Capstone Experience

HCC AG instructor Monica Pierce emailed Brian with information to share with our schools regarding a yearlong college experience for students to earn 14 college credits for free due to the Illinois Corn Marketing Board grant. It was originally solely for Freeport High Students, but the low number of registrants warrants opening it up for all CareerTEC schools. Brian has shared with schools and plans to meet with HCC personnel to discuss the possibility of starting this as a CareerTEC program in SY25.

G. E-Learning Days in SY24

After discussions during a recent Region II meeting with system directors and, despite Brian disliking E-Learning days for CTE, if Board agrees, he thinks we should plan to do this in lieu of emergency days and verify our plan with the ROE 8 by Sept. 1. Supt. Carlson said they use Google Classroom, and teachers should have 5 days of plans made up.

H. End of SY23 Schedule

Brian gave the Board the end-of-the-school-year schedule and relayed that he has determined that May 25 will be our final CareerTEC student attendance date with possibly 55% of our juniors present on that date. Teachers' last day will be June 8.

I. FY24 Enrollment numbers

Brian shared the 4/3/23 guaranteed enrollment numbers, which are not where he'd like them to be but they are better than last year. Our in-house program enrollment is 145, up from 127 this year. He gave the percent of juniors & senior students who have applied from each school. Three were at least 20%, PC & Pec above 40%, and Freeport is only 10.8%. He learned that not all Freeport students have applied yet. After SAT testing next week, Freeport counselors will review the students that have indicated CareerTEC enrollment based on their Skyward class lists but haven't actually applied online yet. He is happy with the increased number for Careers in Business with 33, up from 19, and Construction at 15 students and hoping to get more for our in-house classes to better support the teacher salaries.

J. Tuition Increase

Brian shared information and options related to tuition increase and/or use of more CTEI grant funds toward system CTE teachers' salaries to meet the shortage needed to cover in-house program costs. He is waiting to get the final guaranteed Freeport students enrollment applications for our in-house classes to better determine the best option for action. Board expressed their appreciation of the program tours that were done.

VI. CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Alberstett to approve March bills and the destruction of closed-session recordings prior to October 1, 2021; seconded by Alvarado. Roll call vote: Grey, Alberstett, Alvarado, Schiffman, and Carlson all in favor.
Motion carried, 5-0.

VII. CLOSED SESSION

Motion was made by Carlson at 1:46 p.m. to go into closed session; seconded by Grey. All approved by voice vote.

Open session resumed at 1:51 p.m.

VIII. ACTION ITEMS:

A. Approval of CIB instructor increase to 1.0 FTE from .5 FTE

Motion was made by Carlson; seconded by Alberstett to approve for FY24 a move to 1.0 FTE for CIB instructor from .5 FTE. Roll call vote was taken with Alvarado, Schiffman, Carlson, Grey and Alberstett in approval.

Motion carried 5-0.

B. Approval of CTYA instructor Increase to .65 FTE from .5 FTE

Motion was made by Grey; seconded by Alvarado to approve FTE increase for CTYA instructor to .65 FTE from .5 FTE. Roll call vote was taken with Alberstett, Alvarado, Schiffman, Carlson and Grey in approval.

Motion carried 5-0.

C. Approval of Tuition Increase

This action was tabled since all guaranteed enrollments are not completed yet.

D. Approval of Closed-Session Items

None.

IX. ADJOURNMENT

Motion was made by Alberstett to adjourn at 1:52 p.m.; seconded by Carlson. All in favor by voice vote.

Motion carried 5-0.


Mike Schiffman, Board President


Jody Ackerman, Recording Secretary