

**CAREERTEC Board of Directors' Meeting**  
**CareerTEC**  
Freeport, IL 61032  
**Thursday, August 11, 2022**

**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 1:42 p.m., Thursday, August 11, 2022, at CareerTEC, Freeport, Illinois.

**I. ROLL CALL**

Present and responded to roll call were 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, CareerTEC Director, and Jody Ackerman, bookkeeper/recording secretary. *Absent was Supt. Jeff Milburn, Orangeville District.*

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES**

Motion was made by Carlson to approve the June 9, 2022, budget hearing minutes and the Board's open-session minutes; seconded by Alberstett. Motion carried with 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 State Funding:**

**FY22 grant:** All funds have been received and the grant ended June 30, 2022.

**FY23 grant** application with budget same as last year of \$246,364 has been approved for a July 1 start date.

**B. Perkins Funding**

**FY22 grant** ended July 31, 2022, and final reimbursement was received in July.

**FY23 grant** increased this year to \$94,557, up from last year's \$77,361. Perkins is included in the consolidated application, which has been approved with July 1 start date.

**C. ESSER Funding**

**ESSER 3:** This FY22 American Rescue Plan Elementary and Secondary School Emergency Relief III grant of \$30,459 was completed June 30 and final reimbursement of \$10,704 has been received.

**D. Education Career Pathway Grant**

**FY22:** Extended to Aug 31, 2022. We've received all the funds of this \$249,000 grant, which were transited to Freeport School District. They are to send reports back to us to review and submit to the state.

**FY23:** Grant was approved June 29. This is the third year of the four-year grant and it will be funded at 67% with 33% FSD145 district match. Expectation is "Implementation and Planning for Sustainability." Freeport High Principal Dr. Beth Summers completed the FY21 end-of-year report and sustainability report, which Brian reviewed and submitted to ISBE on June 21.

**E. Updated FY'23 Enrollment numbers**

Updated enrollment sheet as of 8/2/22 with 212 students was included in the packet, showing a slight increase from June of 16 students. Possibility of more students as Freeport has a small stack of papers with one of the counselors yet.

**F. Beginning of School Year Plan**

HCC Student Orientation for dual credit students will be 6 p.m. Tues., Aug. 16. Brian and Sam Schaible will present before teachers work with their specific students/parents/guardians. Forms and registration payments will be collected. CareerTEC classes on HCC campus begin Aug. 22 and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 24. HOYA 1 orientation will also be Aug. 16 at St. John's. HOYA 2 had their orientation meeting back on June 2 to make sure placements were set. Students and counselors have been notified. Teacher institute will be Aug. 22 and 23 with classes beginning on Aug 24.

**G. Highland COVID Changes**

HCC established new COVID protocols for the CareerTEC students who take classes on HCC campus. They are no longer required to be vaccinated or test weekly. However, they are strongly encouraged to stay up to date on vaccinations and boosters and self-monitor for COVID symptoms. Masks and social distancing are no longer required; face coverings, hand sanitizer and wipes are available on campus.

**H. 2022-23 CTE Desk Review**

The desk audit was done virtually on June 3 and feedback was received July 28. ISBE consultant, Shaista Saiyed was pleased with our consortium but does recommend more emphasis on advisory committees at all of our schools. Brian and CareerTEC teachers will invite the schools to our advisory meetings.

**I. Back-to-School Plan**

Director Greene sent to the Board members the draft version of the CareerTEC Back-to-School plan that he created based on CDC and IDPH guidelines. It has been posted on the CareerTEC website since July 14 for public comment and will remain as draft for 30 days.

**J. FY23 CTYA Projects**

The new construction teacher, Jim Shaw, has been getting ready for classes to begin. He attended a new teacher workshop and has been into the office a couple times and met with the Stephenson County Fair director. The plan is to continue with the Malkewicz' project, which we have been working on since FY'13. They would like to sell the property so they will have contractors there as well as the CareerTEC students to speed up the completion. The big project this year will be with the Fairgrounds constructing the new dining hall. They want us to do the framing. Discussion was held whether the schools were OK with the students doing this, which will be above 8-foot ladder height. Superintendents stated that we need to obtain a signed consent form with insurance coverage information from the parents before we can do that work. Brian also shared that we won't get the usual building fee with this project but Pretzel City Kitchen equipment will be going into this new building and they want our Culinary program back, which could be less cost than current location at St. John. ABC company plans to bring vendors once a month for different skills to give students a more diverse experience. We've also had a request for framing work in one of the FSD elementary classrooms. More information to come regarding that.

**K. Fraud Awareness Program**

This is the training that is to be held at the first meeting of the fiscal year per our policy 4.28. Brian had sent with the board packet the four policies: Whistleblower Protection, Fraud Awareness Program, Procurement and Sub Recipient Review. He also distributed other resources at the meeting.

**L. 2022-2023 Intergovernmental Agreement Addendum**

Brian sent the verbiage and relayed that ISBE issued rule changes in Part 256 Career and Technical Education that replaces Part 254 and were adopted with effective date of July 22, 2021. There are 8 components that have to be included to be an approved cooperative. These changes have to be included in our cooperative agreement by the end of fiscal year 2023 for CareerTEC to be considered for continued approval as a regional consortium and be an eligible applicant. Brian shared the details of the changes and the CareerTEC Intergovernmental Agreement Article VIII Amendment process that states that an amendment to the agreement be submitted to the Board and, if approved, by two-thirds of members, then submitted to member districts for approval. The amendment would become effective when two-thirds of the member districts have approved the amendment. Board members discussed the possibility of changing the CareerTEC IGA.

**VI. CONSENT AGENDA**

**A. Motion to Approve Routine Items**

Motion was made by Carlson to approve June and July bills plus the destruction of closed-session recordings prior to February 1, 2021; seconded by Grey. Roll call vote was taken with Schiffman, Alberstett, Grey, Alvarado, and Carlson all in favor.

**Motion carried, 5-0.**

**VII. CLOSED SESSION: NONE**

**VIII. ACTION ITEMS**

**A.** Action for Approval of Intergovernmental Agreement Addendum was tabled.

**B.** Following the second reading of the TRS Supplemental Savings Plan resolution, motion was made by Grey to approve said resolution; seconded by Alberstett.

Following roll call vote with Alvarado, Carlson, Schiffman, Alberstett and Grey all in favor. **Motion carried 5-0.**

**C.** Motion was made by Alvarado to approve the CTYA projects at Malkewicz' and the Stephenson County Fairgrounds; seconded by Alberstett. Roll call vote was taken with Grey, Schiffman, Carlson, Alvarado and Grey all in favor. **Motion carried, 5-0.**

**D.** Motion was made by Carlson for Annual Affirmation of Current Policies and Procedures; seconded by Alberstett. All in favor with voice vote. **Motion carried, 5-0.**

**E.** Motion was made by Carlson; seconded by Alberstett for Mike Schiffman to continue as the Ethics Officer for FY23. Approved by voice vote with Schiffman abstaining.


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

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- F. Director Greene relayed that we have obtained account options and interest rates from Citizens State Bank, State Bank, and our current bank, Fifth Third Bank. Citizens State Bank had the best rates. He asked the Board if they thought there would be any conflict of interest since Citizens State Bank president/CEO Amy Baker is the CareerTEC treasurer. No one thought there would be as she has no active duties here at CareerTEC with our software nor any access. We also have asked our auditor, who didn't think there would be either. Motion was made by Alvarado; seconded by Alberstett to change to Citizens State Bank as our depository bank. Roll call vote was taken with, Grey, Schiffman, Carlson, Alvarado and Alberstett all in favor. **Motion carried, 5-0.**
- G. Motion was made by Grey to approve the Board of Control Officers with this second 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 Alvarado. Motion passed with voice vote: Schiffman abstained. **Motion carried, 4-0-1.**
- H. Motion was made by Carlson to approve the FY23 CareerTEC Budget as presented; seconded by Alberstett. Roll call vote was taken with Alvarado, Alberstett, Grey, Schiffman, and Carlson all in favor. **Motion carried, 5-0.**
- I. **Approval of Closed-Session items, if any: NONE**

**IX. ADJOURNMENT**

Motion was made by Alberstett to adjourn meeting at 2:16 p.m.; seconded by Grey. All in favor with voice vote. **Motion carried, 5-0.**

  
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Mike Schiffman, Board President

  
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Jody Ackerman, Recording Secretary