

CareerTEC Board of Directors' Meeting

CareerTEC Conference Room

2037 W. Galena Ave., Freeport, IL 61032

1:30 p.m., September 7, 2023

AGENDA

- I. ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF AUG. 14 BUDGET HEARING AND OPEN-SESSION MINUTES**
- IV. COMMUNICATIONS, PUBLIC COMMENTS**
 - A. Affiliated Institutions/Agencies, Member Schools, Public Forum

- V. INFORMATIONAL ITEMS**
 - A. CTEI State Grant
 - B. Perkins Federal Grant
 - C. Education Career Pathway Grant
 - D. 2023 Manufacturing Day
 - E. Sub-Recipient Review
 - F. Comprehensive Local Needs Assessment
 - G. Transporting Students

- VI. CONSENT AGENDA**
 - A. Motion to Approve Routine Items
 - 1. August Bills
 - 2. Destruction of Closed-Session Recordings prior to 3/1/22

- VII. CLOSED SESSION**

The Board will enter into closed session 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.

- VIII. ACTION ITEMS**
 - A. Approval of Closed-Session Items

- IX. ADJOURNMENT**

NEXT BOARD OF DIRECTORS' MEETING: 1:30 p.m., Thursday, October 5, 2023

FY'24 CareerTEC BUDGET HEARING MINUTES

CareerTEC

Freeport, IL 61032

Monday, August 14, 2023

Board President/Pearl City Supt. Mike Schiffman opened the hearing at 1:08 p.m., and the following members responded to roll call: Supt. Nic Butenhoff, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Julie Katzenberger, Orangeville District; and Supt. Mike Schiffman, Pearl City District. Absent were Supt. Anna Alvarado, Freeport District; and Supt. Carl Carlson, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, bookkeeper/recording secretary.

The Budget Hearing notice was published and has been available for public display. There was no public comment.

Director Greene turned the budget presentation over to bookkeeper Jody Ackerman, who went over the proposed \$1,301,462 budget. The Board members were sent a summary of the budget, which highlighted the main revenue sources.

Ackerman noted the increased tuition rate that was approved last spring finally generates enough revenue to cover the five in-house CareerTEC-sponsored programs' cost so there will be a surplus to give a little increase in the reserves. She pointed out that if the tuition had not increased, there would have been a deficit of \$67,984 from the in-house programs' budgets. She also noted that the increase in the administrative assessment of \$26,976 is largely due to the teachers' new educational assistance allocations that has to be funded to cover the new five-year period, ending June 2028, plus the increased insurance rates.

For the two new Board members' information, Supt. Schiffman shared that the Board decided to keep and use for in-house salaries the roughly \$52,000 CTEI grant funds that is usually used to purchase materials for member districts' high school CTE teachers. This is what created the surplus of tuition dollars to increase the reserves.

With no further questions or comments, the budget hearing ended at 1:14 p.m. with approval by Supt. Nic Butenhoff, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Julie Katzenberger, Orangeville District; and Supt. Mike Schiffman, Pearl City District.

Mike Schiffman, Board member

Jody Ackerman, Recording Secretary

CAREERTEC Board of Directors' Meeting

CareerTEC

Freeport, IL 61032

Monday, August 14, 2023

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

The meeting of the CareerTEC Board of Directors was conducted following the budget hearing (both meetings were rescheduled from Thursday August 10 due to lack of quorum of the CareerTEC Board members) under the following format at 1:14 p.m., Monday, August 14, 2023, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

Present and responded to roll call were Supt. Nic Butenhoff, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Julie Katzenberger, Orangeville District; and Supt. Mike Schiffman, Pearl City District. Absent were Supt. Anna Alvarado, Freeport District; and Supt. Carl Carlson, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, bookkeeper/recording secretary.

Absent was Supt. Anna Alvarado, Freeport District who later arrived at 1:47 p.m. for action item B; and Supt. Carl Carlson, Pecatonica District.

II. APPROVAL OF AGENDA

Director Brian Greene asked to add information item K. Marketing/Advertising to the agenda.

Motion was made by Alberstett to approve the amended agenda; seconded by Katzenberger. Motion carried with all in favor by voice vote. **Motion carried 4-0.**

III. APPROVAL OF MINUTES

Motion was made by Schiffman to approve the June 8, 2023, open-session minutes; seconded by Alberstett. Motion carried with all in favor by voice vote. **Motion carried 4-0.**

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI State Funding

FY23 grant: All funds have been received and expended; the grant ended June 30, 2023.

FY24 grant: Application with initial budget the same as last year of \$246,364 was approved June 29 for a July 1 start date. On July 12, we received an additional allocation of \$16,477, which was approved by ISBE in budget amendment 1 for \$12,998 teacher salaries and \$2,200 for CTYA tools and additional \$249 Culinary curriculum food. Director Greene relayed the additional areas that the CTEI funds are to be used for outside of CTE teacher salaries. They are \$4,574 Elementary career exploration, \$15,684 Work based learning activities, \$29,221 Programs of Study and the admin max of \$61,407. He also relayed that ISBE is in the process of updating its funding formula and welcomes public comment on the methodology until the end of August. Brian gave the Board members the link for the funding formula update presentation.

B. Perkins Federal Funding

FY23 grant: All funds have been received and expended; the grant ended June 30.

FY24 grant: Slightly decreased this year to \$92,862 from \$94,557. Perkins is included in the consolidated application, which was approved with July 1 start date. FY25 will be the new cycle so local needs assessment (LNA) will be started this school year.

C. ESSER Funding

ESSER 3: This FY22 American Rescue Plan Elementary and Secondary School Emergency Relief III grant of \$30,480 was completed June 30 with the additional \$21 allocation that was used to for masks. Final reimbursement of \$21 was received.

D. Education Career Pathway Grant

FY23: Extended to Aug 31, 2023, to allow Freeport to pay stipends for summer school work.

FY24: Grant was approved June 21. This is the fourth year of the four-year grant to be funded at 33% with 67% FSD145 district match (teacher salaries count). Expectation is "Sustainability." Former Freeport High Principal Dr. Beth Summers completed the FY23 end-of-year report and sustainability report, which Brian reviewed and submitted to ISBE on June 23.

E. Adkins Energy Grant

CareerTEC was awarded and received \$2,300 of the up to \$20,000 grant from Adkins Energy for plumbing supplies for the construction program. Brian had submitted the application back in May. Adkins said the other requests will be held over for next year's cycle, and they plan to reach out to Stephenson Service to see if they could donate anything as they have a construction division.

F. Beginning of School Year Plan

HCC Student Orientation for dual credit students will be 6 p.m. Tues., Aug. 15. 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. 21, and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 23. Culinary and Construction Trade orientations will be Aug. 16 at St. John's. Health Occupations I and Careers in Business I orientation will be Aug 21 at St. John's. HOYA 2 and CIB 2 had their orientation meeting before school was out to discuss internship hours. Students and counselors have been notified. Teacher institute will be Aug.18, 21 and 22 with classes beginning on Aug 23.

G. FY24 Enrollment Update

Updated enrollment sheet as of 8/8/23 with 262 students was included in the packet, showing a one student decrease from June. We expect a slight increase up until classes start.

H. FY24 CTYA Projects

Brian shared that they have been trying to finalize the projects for the year. The Malkewicz house project that we've been working on since 2013 will likely not be one this year as the homeowners are planning to hire contractors to complete the final finish work. The Malkewicz' expressed their thankfulness to the whole CareerTEC team for everything we've done over the years on their project. The instructor, Jim Shaw, has multiple instructional units including roofing, plumbing, and framing/windows/doors plus possible projects including building sheds and a framing project in the Freeport elementary classrooms. Just this morning, Brian received an email from Kate Boyer, the Stephenson County Fair association executive manager, saying she had a great project at the fairgrounds. Brian will meet with her to discuss.

I. 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.

J. Ethics and Conflicts of Interest

The new Orangeville school district superintendent, Julie Katzenberger, is Director Brian Greene's sister. The Director didn't find anything specific in the CareerTEC Board policy regarding family members, but the Investment Policy does pertain to ethics and conflicts of interest. "The system Board and System officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence." Brian conferred with ROE #8 Regional Superintendent who said he was "not aware of any policy but school districts may have a policy section to be considered." He also said "he thought it was a good idea for any board member with a real, or perceived conflict of interest to abstain on any votes that may be sensitive." Brian has suggested to Julie that she abstain from any evaluation and contract discussion involving him.

K. Marketing / Advertising

Brian had a call regarding advertising at the Freeport Club (golf location) golf page, which we don't typically do but with the option to add verbiage asking for donations. Brian wanted to present the idea to the Board for contemplation on this concept of asking for donations. Brian relayed that the CTE Academy in Elizabeth has asked for donations in the past on Giving Tuesday and received a fair amount. Supt. Schiffman said Brian could investigate further.

VI. CONSENT AGENDA

A. Motion to Approve Routine Items

Motion was made by Alberstett and seconded by Katzenberger to approve June and July bills plus the destruction of closed-session recordings prior to February 1, 2022. Roll call vote Schiffman, Alberstett, Butenhoff, and Katzenberger all in favor.

Motion carried, 4-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

A. FY24 Budget Approval

Before this action item, Nic Butenhoff asked for more details regarding the pulling of the CTEI \$ from the schools, mainly if the teachers were notified, which they were and we are hoping this will be a one-year act but will review situation next spring. Motion was made by Alberstett and seconded by Katzenberger to approve the FY24 CareerTEC Budget. Roll call vote was taken with Butenhoff, Alberstett, Schiffman, and Katzenberger all in favor. **Motion carried, 4-0.**

B. Approval of Lease with St. John UCC

Supt. Anna Alvarado arrived at 1:47 in time for this action item. Director Brian shared that following the last Board meeting he had gone back and forth with St. John's pastor regarding the rental rates for the classroom space there. Brian shared the three options proposed: 1: one year with 3.5% increase and quarterly payment for the NICOR adjustment, 2: three year with 3.5% increase and a one and done \$4,020 NICOR adjustment payment, and 3: five year with 3% increase and one and done \$4,020 NICOR adjustment; each option spreading out the payments over 12 months instead of the current 10 months. Following a brief discussion, motion was made by Butenhoff and seconded by Alvarado to approve the five-year lease. Following roll call vote with Alberstett, Butenhoff, Alvarado, Katzenberger, and Schiffman, all in favor. **Motion carried 5-0.**

C. Approval of FY24 Local Application

Motion was made by Butenhoff and seconded by Katzenberger to approve the FY24 Local Application (Consolidated App), which is now required by ISBE. Roll call vote was taken with Alvarado, Butenhoff, Schiffman, and Katzenberger all in favor (Alberstett was out of the room). **Motion carried, 4-0.**

D. Affirmation of Policies and Procedures

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

E. Affirmation of Board Officers

Motion was made by Alberstett and seconded by Butenhoff to approve the Board of Control Officers with this first year of a two-year term with Supt. Carl Carlson as President, Supt. Nic Butenhoff as Vice President, Amy Baker as Treasurer, and Jody Ackerman as Recording Secretary. **Motion carried, 5-0.**

F. Approval of an Ethics Officer

Motion was made by Butenhoff and seconded by Alberstett for Mike Schiffman to continue as the Ethics Officer for FY24. Approved by voice vote with Schiffman abstaining. **Motion carried, 4-0-1.**

G. Designation of Depository Bank

Motion was made by Alvarado and seconded by Katzenberger to continue with Citizens State Bank as our depository bank. Roll call vote was taken with Alvarado, Alberstett, Grey, Schiffman, and Carlson all in favor. **Motion carried, 5-0.**

H. Second Reading and Approval of Teacher Workday Policy

After this second reading, motion was made by Butenhoff and seconded by Alberstett to approve the CareerTEC Teacher Workday Policy with teachers in classroom at 7:15 a.m. and should leave their classrooms no earlier than 2:45 p.m. with additional 20 minutes to be spent working on their teaching duties. With Director pre-approval, teachers may arrive after 7:15 and leave before 2:45 if special circumstances arise. Also, on Fridays only, teachers may leave at 2:30 p.m. Approval by voice vote all in favor. **Motion carried, 5-0.**

I. Second Reading and Approval of E-Learning Resolution

After this second reading and director's recommendation that E-Learning is better than losing days of instruction which is what happens when added to the end of the school year because CareerTEC is out of session, motion was made by Alberstett and seconded by Butenhoff to approve the adoption of the E-Learning Resolution. Approval by voice vote all in favor. **Motion carried, 5-0.**

J. Approval of Closed-Session items: NONE

IX. ADJOURNMENT

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

Mike Schiffman, Board President

Jody Ackerman, Recording Secretary

TO: Board of Directors
FROM: Brian Greene, CareerTEC Director
DATE: September 5, 2023
RE: Board Packet for September 7, 2023, meeting

Informational Items

RE: Agenda Item V. A. CTEI State Grant

FY24: Two payments – \$7,252 and \$36,907 – have been vouchered in August but not processed by the comptroller. With the supplemental allocation (discussed last month), the FY24 allocation is \$262,841.

RE: Agenda Item V. B. Perkins Federal Grant

FY24: Jody has started purchasing items for our schools. Our total budget for Perkins is \$92,862.

RE: Agenda Item V. C. Education Career Pathway Grant

FY23: On July 27, the state comptroller processed a payment of \$41,707 to complete the grant payments. We extended this grant to end on Aug. 31 in order for Freeport to pay stipends for summer school work.

FY24: On Aug. 24, the state comptroller processed a payment of \$20,543, which we will transit to the Freeport School District.

RE: Agenda Item V. D. 2023 Manufacturing Day

The Manufacturing Day Committee met Aug. 22 to discuss plans for our 2023 Manufacturing Day event. We will hold our 9th annual Manufacturing Day on Thursday, Oct. 12. We usually try to hold this event on a Friday, but Highland Community College's Scott Anderson was unable to find an open Friday in the Student Conference Center in October, which is national Manufacturing Month.

The day will start with student tours of a local manufacturing plant followed by a trip to Highland College for the Expo, tours of HCC's CTE classrooms, and a presentation by a local manufacturing representative. Lunch will be provided for students. Students also will have the opportunity to win a \$10 gift card and donated items from manufacturers.

With the help of our committee members, I have reached out to manufacturers across northwest Illinois to ask for their help with student tours, setting up booths at our Expo, and/or providing financial or promotional item donations. With a \$0 balance in our Manufacturing Day account, we also have asked for monetary sponsorships from local banks.

We have asked our schools to put the date on their calendars and to start lining up students and chaperones for the event. Once we receive feedback from our manufacturers, I will put together a schedule for each participating school. Durand principal Matt Klett has informed me that Oct. 12 is the day of their homecoming pep assembly and parade, but we're working on giving Durand students at least a chance to participate in the manufacturer tour.

Our Manufacturing Day committee is made up of Andrea Schultz Winter, Greater Freeport Partnership interim executive director; Sylvia Oppold, Titan International human resource manager; Mary Wernicke, Adkins Energy human resource and training manager; Mark Loscudo, IMEC technical specialist; Dean Harms, IMEC regional manager; and Anderson, vice president of Business, Technology and Community Programs at Highland College.

RE: Agenda Item V. E. Sub-Recipient Review

According to Board Policy 4.30 Sub-Recipient Review ...

Policy Statement: It is the policy of CareerTEC that all grant funds must be used in accordance with published grant requirements, and in accord with Illinois Accounting standards, and the Illinois Grant Accountability and Transparency Act (GATA).

A standardized protocol will be followed when conducting fiscal and administrative on-site reviews. Reports will be issued for on-site reviews, with deficiencies noted. District management will be required to provide responses and corrective action plans for deficiencies noted. Follow-up on implementation of all corrective plans will be scheduled and documented.

A five-year cycle for sub-recipient review will be established in FY18, with priority given for high risk districts based on the factors listed above, as well as any state determined factors.

Risk evaluation of sub-recipients will be reviewed annually. Factors will include:

- *Receipt by CareerTEC of most recently completed Annual Audits*
- *Timely submission of grants in IWAS, in accord with state deadlines*
- *Size of grant award (greater award amounts have higher risk implication)*
- *Timely and correct submission to CareerTEC of requests for equipment purchases documents prior to object 500 purchase orders*
- *Timely submission to CareerTEC of monthly documented requests for reimbursement of sub-recipient Board paid invoices for allowable expenses under the current approved grants*
- *Timely submission of Program Activity Reports*
- *Use of all grant funds, as allowable, by the end of the grant year*

Sub-recipient reviews for districts with Audit findings related to CareerTEC issued grant funds will verify status of corrective action progress.

Sub-recipient reviews will include review of sub-recipient properties lists for items purchased with CareerTEC issued grant funds, and small, significant purchases.

Adopted August 10, 2017

I plan to discuss this with our principals and counselors at our meetings on Sept. 27-28, and then hope to start on-site reviews in October. We will send each school an inventory list of items in advance of the visit. Then, with the help of the principal, counselor, and/or CTE teacher, I will verify that items are tagged in the CTE classroom and in proper working condition. Deficiencies will be noted, and Districts will need to provide responses and plans for correcting deficiencies.

RE: Agenda Item V. F. Comprehensive Local Needs Assessment

At our upcoming principals' and counselors' meetings, I will be discussing the Local Needs Assessment (LNA) and Comprehensive Local Needs Assessment (CLNA). We started the four-year CLNA in 2020-21. Entering the final year of the grant application, we will be starting the process for a new grant application window this school year (FY25-29). On Wednesday, state CTE Director Marci Johnson and her ISBE team will be reviewing the LNA and CLNA process with state system directors at our monthly meeting.

According to Appendix R, Pages 1-2 of the "Perkins V: Comprehensive Local Needs Assessment Guidance Document," "The Perkins V CLNA moves beyond checklist types of assessment processes and instead aims to facilitate a data-informed, continuous improvement process biannually to assess the extent to which CTE programs and programs of study are aligned with local workforce and economic needs in six key areas:

1. Student performance data;
2. Size, scope, and quality of CTE programs as defined by the state plan;
3. Labor market alignment;
4. Progress towards implementing CTE programs of study;
5. Recruitment, retention, and training of CTE educators and support professionals; and
6. Progress toward improving access and equity to CTE for all students."

“The EFE and the community college are equal partners that should lead the completion of the CLNA for their region or local area. ... The EFE System Director and Postsecondary Perkins Administrator are responsible for collaborating and coordinating efforts to engage internal and external stakeholders and complete the CLNA as well as the local application.” HCC VP Scott Anderson and I will work together again on our CLNAs and will rely heavily on our schools to help during the process.

The schools’ LNA will be released Oct. 15 and due March 31, 2024. The CLNA cannot be opened until all six school LNAs are completed; the EFE deadline for the CLNA is April 30, 2024. The FY25 Local Application will be released May 1, 2024.



RE: Agenda Item V. G. Transporting Students

Since we began classes on Aug. 23, we have had approximately a dozen students need to be transported back to Freeport High School or their home schools. Colleen drove two students back to Pecatonica when they missed the bus; I drove a student back to Dakota after he learned that Criminal Justice had been canceled for the day. On Friday, HOYA coordinator Lori Steele drove a student back to FHS. Some of these issues have been our fault (e.g. teachers letting students out early), some the bus drivers (e.g. leaving earlier than the assigned departure time), and others the students (e.g. not following schedules or directions or checking email each morning before class). Freeport associate principal Reuben Cooper has driven students to and from St. John a few times. Orangeville principal Ben Riddle has brought two students to Freeport, too. These issues have centered around student scheduling issues.

Recently, I was working through my Public School Works trainings and was reminded of the boundaries and behavior to avoid adult sexual misconduct (ASM). For transportation, the training indicated that “Generally speaking, school vehicles should be used to transport students. If a personal vehicle must be used, more than one adult should be present and a consent form should be signed by parents.”

I am wondering if we need a policy or some kind of understanding on what is permissible (if anything) in regard to transporting students in personal vehicles; CareerTEC does not own any school vehicles. In my viewpoint, we have three primary options in returning students to their home school if they are stranded for whatever reason: 1.) home school sends a school vehicle back to pick up the student(s), 2.) we call parents/guardians to come pick up their son or daughter, or 3.) CareerTEC personnel drives the student(s) back. In some cases, another student who is delayed may be able to drive a student back, but there are rules on this, and some parents have expressed their displeasure with this possibility.

Thoughts?

Closed Session

I do not have a need to go into Closed Session.

Action Items

RE: Agenda Item VIII. A. Approval of Closed-Session Items

If needed by a Board member(s).