

CAREERTEC Board of Directors Meeting

Thursday, September 7, 2023
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 under the following format Thursday, September 7, 2023, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

President Carl Carlson presided over the meeting. Present and responded to roll call at 1:30 p.m.: Supt. Nic Butenhoff, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Anna Alvarado, Freeport District; Supt. Julie Katzenberger, Orangeville District; Supt. Mike Schiffman, Pearl City District; and Supt. Carl Carlson, Pecatonica District. Also in attendance was Brian Greene, CareerTEC Director; and Jody Ackerman, Recording Secretary.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Butenhoff. All in favor by voice vote of aye responses.
Motion carried 6-0.

III. APPROVAL OF MINUTES

Motion was made by Schiffman to approve the August 14 budget hearing and open-session meeting minutes; seconded by Alberstett. All in favor by voice vote of aye responses.
Motion carried 6-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI Funding

FY'24: Grant has two payments, \$7252 and \$36,907, of the \$262,841 grant that have been vouchered but not received yet.

B. Perkins

FY'24: Purchases for the schools has begun for this reimbursement model grant. Total budget \$92,862.

C. Education career Pathway Grant

FY'23: Grant was extended to August 31 to support summer school work. The final payment of \$41,707 was received the end of July.

FY'24: Comptroller processed payment of \$20,543 which will be transited to FSD145.

D. Manufacturing Day

The first meeting with the MFG Day committee was held Aug. 22 and planned the date for Oct. 12 during the National Manufacturing Month. There will be morning tours of local manufacturers then back to HCC for lunch and tour of HCC and presentation by a local manufacturing rep. Students will receive a T-shirt and possible gift cards. Unfortunately, this is Durand's homecoming week but hoping they can do the morning tours. Committee members and Brian have reached out to manufacturers for monetary sponsorships in addition to participation with a tour or booth. Tri Star donating \$1,000.

E. Sub-Recipient Review:

The CareerTEC Board Policy 4.30 Sub-Recipient review will be discussed with the principals and counselors at the Sept 27-28 meetings. Brian plans to begin the on-site reviews of inventory of grant purchased equipment in each school in October.

F. Comprehensive Local Needs Assessment:

The Local Needs Assessment (LNA) and Comprehensive Local Needs assessment (CLNA) will also be discussed with the principals and counselors at the Sept 27-28 meetings. Perkins V 2019 legislation requires the EFE system (Brian) and the community college (Scott Anderson) to work together to get more involvement from all stakeholders. ISBE will release the LNA Oct. 15 for the principals and counselors to complete by March. Then Brian will complete the CLNA.

G. Transporting Students

Brian wanted feedback on how to handle transporting students who missed the bus. This isn't common after the first couple weeks but we've had several instances at the start of classes this year. Consensus was that CareerTEC staff should not transport. CareerTEC office is to contact the parents and then the schools to arrange their respective student transportation back to their home school.

VI. Consent Agenda

- 1. Motion to Approve Routine Items:** *Before vote taken, Jody gave updated information regarding check to FSD145 for the Education Career Pathway grant. The check was processed before getting the final expenditure report on 8/31/23 from FSD. The final expenditures are less than the amount already transited to FSD so they will not be getting this payment. Jody recommended not approving that \$41,449.76 payment.*

Motion was made by Alberstett to approve August bills without the \$41,449.76 FSD145 check and the destruction of closed-session recordings prior to March 1, 2022; seconded by Alvarado. Roll call vote was taken: Carlson, Katzenberger, Butenhoff, Alberstett, Alvarado, and Schiffman all in favor. **Motion carried, 6-0.**

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS: NONE

IX. ADJOURNMENT

Motion was made by Butenhoff to adjourn at 1:53 p.m.; seconded by Katzenberger. All in favor by voice vote. Motion carried 6-0.



Carl Carlson, Board President


Jody Ackerman, Recording Secretary