

CareerTEC Board of Directors Meeting
Thursday, April 4, 2024
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 1:34 p.m., Thursday, April 4, 2024, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

Present and responded to roll call: 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. Nik Butenhoff, Dakota District and late to meeting was Supt. Julie Katzenberger, Orangeville District, who arrived for the start of informational items.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Schiffman. All in favor by voice vote.

Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Schiffman to approve the open-session and closed-session minutes from the March 7, 2024, meeting of Board of Directors; seconded by Alberstett. All in favor by voice vote.

Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS (NOTE: Supt. Julie Katzenberger arrived.)

A. CTEI

FY24: We received payment of \$11,515 in March, making \$249,804 total received of the \$271,850 grant. We haven't received FY25 allocations yet so Brian wants to wait until next month to determine whether schools will receive their CTEI allocation or if it will be kept in-house to offset teacher salaries.

B. Perkins

Received reimbursement of \$4,222, as requested. We have received \$63,444 of this \$92,862 grant. Jody continues to make purchases. FY25 allocations not received yet from Illinois State Board of Education.

C. Education Career Pathway Grant

Received third payment of \$20,542 making total \$61,628 of the \$82,170. Final payment expected in June. This year's grant of \$249,000 is the final year and expectation of sustainability is funded at 33% with \$82,170 to Freeport High School and 33% district match of \$166,830.

ISBE has opened up the FY25 application with a deadline of May 3. Brian said this grant cycle appears to have different guidelines, and this first year will be a planning year with no funds to budget. If any schools are interested in applying, let him know by April 12.

D. Sub Recipient Review

Per Board policy adopted in 2018, (Brian sent the policy script to the Board in the packet), Brian conducted the first in-person visit to all six schools to verify that grant purchased items (\$500 or more) were in CTE classrooms as well as update our inventory lists. Brian enjoyed seeing all the CTE teachers and their classrooms. He also reminded them that if they don't plan to use the items in the future they need to contact our office. We can then offer to other schools.

E. FY23 Safety Drills

All required fire drills and severe weather/shelter-in-place drills have been completed and turned into the ROE on March 8.

F. Out of State Students

Aquin Superintendent Elizabeth Heitkamp emailed Brian to tell him that they are working on partnering with St. Victor Elementary School in Monroe Wis., with the intention of students traveling to Freeport after they finish sixth grade as they don't have access to a Catholic high school except farther away in Janesville, Wis., or Madison, Wis. Beth was questioning if those out-of-state students would be able to take a CareerTEC class. Brian emailed ISBE CTE Director Marci Johnson for any conflicts to which she replied, "if they are attending the Freeport IL high school then they would be handled the same way any other student is handled." She also cited Perkins Law Section 217. They would not have one of our member districts as their home school and, per CareerTEC policy, those students' parents or Aquin will pay the non-member rate at 1.5 times the tuition rate.

G. FY25 Enrollment numbers

Brian shared the 4/2/24 enrollment number of 244, up from 236 last year at this time, which are not all guaranteed yet despite the due date of 4/2. This includes 4 mid-year grads but, more importantly for budgetary reasons, the in-house applications are at 134, down from 145 last year. These are the programs that we directly oversee and provide tuition to cover the teachers' salaries. Freeport's number at 73 is well below the previous five years. There are a couple Freeport counselors that need to review their students yet. Enrollment in HCC classes increased, FHS's Careers In Auto Tech is full but NJROTC and Digital Design are down despite the tours done there this year.

Brian is disappointed with the decreased number for year one Careers in Business at 8, down from 23, however, year 2 is up to 14 from 4. Culinary and Construction are similar to this year, however, Construction has only four students that will be in the second morning section. Question that will need to be addressed is if we want a section with only 4 students but we don't want to turn students away. HOYA is down 11 from this year. The most concerning is CIS, which only has 4 students with a possibility of one more. There are 18 students for the Freeport computer courses in the AM2 section that Doug is teaching but, because they only meet every other day, for tuition revenue purposes they will only equate to 9 students. Brian recalled the Board recommending 10 enrollees to continue a program. Brian relayed that computer science programs are struggling in other regions as well. Brian gave each districts' past four years enrollment counts as well as the past 10 years of CareerTEC total enrollment, which yielded a 259.6 average. He has reason to believe that more enrollees will come as last year we had an increase of 28 students between now and August when school starts.

H. Entrance Requirements

The Comprehensive Local Needs Assessment has questions related to “Access to High Quality CTE” so Brian wants to know if anyone wants to change the CareerTEC program acceptance guidelines of GPA 2.0, no more than 10 absences in their sophomore year, and no discipline concerns. If a student doesn’t meet these guidelines, the provisional status is possible if the home school agrees. Provisional status means the student has to maintain a C or better and less than 4 absences for the first semester.

I. Admission Tiebreakers

We have three programs that have more applicants than seats and will have to adjust their seats. Schools seat allotment is based on school enrollment percentages. Dakota 11.2%, Durand 8.2%, Freeport 54.5%, Orangeville 4.5%, Pearl City 6.2%, and Pecos 15%. Historically, the acceptance has been done based on time/date stamp first-come, first-served basis. Teachers would rather accept year 2 students over year one because they are more likely to pursue that pathway, and the teacher wants them to learn the most skills to be successful. Brian gave his tiebreaker priority recommendations: 1. Year 2 students, 2. Regular year 1 students, 3. Time / date stamp, 4. Provisional year 1 students, 5. Mid-Year Grads. No one had any objections to this.

J. Area Career Center Application

Brian has completed 9 of the 10 steps in part one of the proposal to become an area career center and submitted to ISBE CTE Director Marci Johnson on March 12. The step that was not completed was an appendix that included copies of the participation agreements of each participating district. Ms. Johnson recommended obtaining new agreements. Brian is awaiting receipt of a sample participation agreement and will make edits and bring to future meeting. He also noted that we were a center until 1987.

K. Comprehensive Local Needs assessment

All schools have completed their Local Needs Assessments by the March 31 ISBE deadline. Brian will complete the CLNA by April 30 after the CareerTEC staff holds its CLNA meeting with HCC as the postsecondary stakeholder on April 17.

L. End of SY24 Schedule

Brian gave the Board the end-of-the-school-year schedule and relayed that he has determined that May 20 will be our final CareerTEC student attendance date with possibly 81% of our juniors present on that date. Teachers’ last day will be May 29.

M. Audit Services

On March 19 Brian requested auditing service bids from four companies. He only received a bid back from our current vendor Benning Group. Two did not respond at all and one said they would not be able to provide services at this time.

N. College & Career Pathway Endorsement (CCPE)

Brian gave the Board handouts related to the CCPE and highlighted the career clusters that CareerTEC courses could supply the requirements needed to earn the endorsement. Districts are required to apply or adopt a timeline for implementation by July 1, 2025. Districts can opt out by school board action.

O. System Director Contract

For consideration for his final contract creation next year, Brian gave the Board information regarding sick days he will need to retire in each scenario of four years and five years.

VI. CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Katzenberger to approve March bills and the destruction of closed-session recordings prior to October 1, 2022; seconded by Alvarado. Roll call vote: Alberstett, Alvarado, Carlson, and Katzenberger all in favor. (Schiffman was out of the room.)

Motion carried, 4-0.

VII. CLOSED SESSION

Motion was made by Alvarado at 2:18 p.m. to go into closed session; seconded by Alberstett. All approved by voice vote.

Open session resumed at 2:53 p.m.

VIII. ACTION ITEMS

A. Approval of Resolution for Reduction in Force: CIS Full-Time Teacher

Motion was made by Schiffman; seconded by Alberstett to approve the resolution authorizing the honorable dismissal of Doug Meyers with the reduction in force due to the elimination of the Computer Information Systems program for the 2024-2025 school year. Roll call vote was taken with Alvarado, Schiffman, Carlson, Katzenberger and Alberstett in approval.

Motion carried 5-0.

B. Approval of Resolution for Non-Renewal of First year Probationary Teacher: HOYA 1 Full-Time Teacher

Motion was made by Alberstett; seconded by Alvarado to approve the resolution for dismissal of first-year probationary teacher Renee Boshela-Siegner. Roll call vote was taken with Schiffman, Carlson, Katzenberger, Alberstett, and Alvarado in approval.

Motion carried 5-0.

C. Approval of Advertising Open Instructor Position: HOYA 1 instructor

Motion was made by Schiffman; seconded by Katzenberger to approve advertising the open HOYA 1 instructor position. Roll call vote was taken with Alvarado, Schiffman, Carlson, Katzenberger, Alberstett all in approval.

Motion carried 5-0

D. Approval of FTE decrease of CTYA Instructor

This action item was tabled.

E. Approval of Auditing Firm bid for 2024-2026

Motion was made by Alberstett; seconded by Katzenberger to approve the bid from Benning Group to utilize their audit services for the FY24 (\$10,200), FY25 (\$10,700), and FY26 fiscal years (\$11, 300). Roll call vote was taken with Schiffman, Carlson, Alberstett, Alvarado, and Katzenberger in approval.

Motion carried 5-0

F. Approval of Revisions to System Director Contract

No action needed.

G. Approval of Closed-Session Items

None.

IX. ADJOURNMENT

Motion was made by Alberstett to adjourn at 2:57 p.m.; seconded by Alvarado. All in favor by voice vote.

Motion carried 5-0.



Mike Schiffman, Board Member



Jody Ackerman, Recording Secretary

