

CareerTEC Board of Directors Meeting
Thursday, April 10, 2025
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 1:38 p.m., Thursday, April 10, 2025, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

Present and responded to roll call: Supt. Jenny Keffer, Dakota District; Asst. Supt. Jeremy Dotson, Freeport District; Supt. Julie Katzenberger, Orangeville 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. Kurt Alberstett, Durand District.

II. APPROVAL OF AGENDA

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

Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Keffer to approve the open-session minutes from the March 6, 2025, meeting of Board of Directors; seconded by Katzenberger. All in favor by voice vote.

Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

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

A. CTEI

FY25: We received payment of \$15,385 in March, making \$271,270 total received of the \$300,731 grant.

FY26: We haven't received FY26 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 \$2,666, as requested. We have received \$62,285 of this \$94,291 grant. Jody continues to make purchases. FY26 allocations not received yet from Illinois State Board of Education.

C. FY25 Safety Drills

All required fire drills and severe weather/shelter-in-place drills have been completed and turned into the ROE on March 11.

D. FY26 Guaranteed Enrollment numbers & RIF

Brian shared the guaranteed enrollment number of 254, up from 244 last year at this time. This includes 3 mid-year grads but, more importantly for budgetary reasons, the in-house applications are at 139, up from 134 last year but short 3 from our goal of 142. We had 145 two years ago and 127 3 years ago. These in-house programs are the ones that we directly oversee and provide tuition to cover the teachers' salaries. We had to turn away 14 in-house students that wanted Construction Trades. We have created wait lists for the four programs that maxed out the seats available: FHS's Careers in Auto Tech, Construction Trades, Industrial Manufacturing and Early Childhood Education.

Construction has only six students that will be in the second morning section with plans of two of them being mid-year graduates. That leaves four for spring semester. Today we learned that Dakota was able to make a schedule work for two students that allows them to attend the AM2 section of Construction so that increases the count to 6 in the spring. We have an action item for the FTE for the Construction program instructor. Last year we moved the instructor from .5 FTE to .65 FTE to allow the second section to be taught. If we reduce to .5 we will have to turn away 8 more students. Plus by keeping second section, we will generate an additional \$4,005. Brian knows that there are three Orangeville students that plan to apply for CIB I. HOYA is down 7 from this year. Brian gave each districts' past five years enrollment counts. He believes that 20-30 more enrollees will come between now and August when school starts.

Teacher evaluations have been completed and no reduction in force is needed.

E. 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. None of the Board members expressed any desire to change the guidelines.

F. HOYA updates & reschedule C N A Clinicals

Pinning ceremony will be held May 12 with Dr. Ryan Newberry as the featured speaker. Ryan is an Assistant Professor of Prehospital Medicine at the University of Wisconsin-Madison and was a former HOYA student. He also is the first American doctor to ever fly with the London emergency helicopter. Like previous years Manor Court will provide cookies. Two rounds of drug testing have been completed. 1st round all 63 were clear. Second round in January had one student that tampered with the sample by having another student urinate for him and was subsequently removed from the program. All others passed. HOYA I lost 8 students since the beginning of the year. One due to a car accident, two were struggling in the class, four were due to absences and the one failed a drug test. Clinicals are underway at the four sites including FHN, Manor Court-Liberty Village of Freeport, Parkview in Freeport and Medina in Durand. All current 44 students who have earned their CPR certifications are participating to get the required 40 hours of clinical time. We currently have four instructors in addition to Lori Steele HOYA coordinator and HOYA 2 instructor and Amanda Miller HOYA 1 instructor. IDPH had a surprise on-site visit with just one deficiency cited related to entering student information prior to the official "start" date of the program. As in years past FHN and local nursing homes will be at the classroom interviewing students on April 30.

F cont'd: HOYA would like to change the CNA clinicals schedule next year. Per advice from state officials, two area career centers, and Highland Community College, Ms. Steele and Mrs. Miler are proposing that clinicals transition from 10 four-hour, after-school shifts to 5 eight-hour shifts that take place during the school day on Thursdays or Fridays. Ms. Steele's rationale sheet was included in the Board packet, which included the benefits to the students and cost savings to the system. Action item is included in today's agenda for this.

G. College & Career Pathway Endorsement (CCPE)

Districts are required by July 1, 2025, to apply or adopt timeline for implementation meeting the expectations of the law to offer at least one endorsement area w/the high school graduating class of 2027 and a second endorsement by 2029. Districts may opt out of the endorsements by school board action.

Counselors from Dakota, Freeport, Pearl City and Pecatonica came to St. John on March 19 and worked together with CareerTEC business instructor Elizabeth Hazzard and director Brian Greene to write their CCPE for Administrative Assistant and Secretarial Science under the Business Management and Administration career cluster. All four schools submitted and have their CCPE approved. A CCPE for Agriculture was shared and many have this approved as well.

H. Mall of Life Student Survey Data

Last month Brian didn't have the student survey results to share with the Board yet. He included the survey results of both the students and volunteers in this Board packet. All are positive, 212 of the 220 students (96%) enjoyed the event.

I. Review of Appeals Process for Dropped Students

Brian recently dropped a student due to our attendance guidelines and the parent has appealed the decision. This will be discussed in closed session. Brian wanted to review with the Board the current appeals process, which is a meeting with the student relations committee comprised of the home school principal, school guidance counselor and CareerTEC director discussing the student and any special considerations. Final decision is made by the director with recommendations from the committee. No one expressed any need to change the current appeal process.

J. End of SY25 Schedule

Brian gave the Board the end-of-the-school-year schedule and relayed that he has determined that May 28 will be our final CareerTEC student attendance date with possibly 59% of our juniors present on that date. Teachers' last day will be June 3.

K. System Director Vacation

Brian shared that he will be out of the office April 21-23 and April 28-29 for admitted student days at Yale and Harvard universities.

VI. CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Schiffman to approve March bills and the destruction of closed-session recordings prior to October 1, 2023; seconded by Keffer. Roll call vote done with Katzenberger, Keffer, Dotson, Schiffman and Carlson in favor.

Motion carried, 5-0.

VII. CLOSED SESSION

Motion was made by Keffer at 2:04 p.m. to go into closed session; seconded by Katzenberger. Roll call vote done with Dotson, Schiffman, Carlson, Katzenberger, and Keffer all in favor. **Motion carried 5-0.**

Open session resumed at 2:28 p.m. without Katzenberger who had departed partway through closed session.

VIII. ACTION ITEMS**A. Approval of FTE .65 FTE for CTYA Instructor James Shaw to teach AM1 and AM2 sections**

Motion was made by Schiffman; seconded by Keffer to approve the .65 FTE salary for Construction Trades instructor James Shaw for the 2025-2026 school year. Roll call vote was taken with Dotson, Schiffman, Carlson, and Keffer in approval.

Motion carried 4-0.

B. Approval of CNA Full-Day Clinicals Pilot schedule for the 2025-26 school year proposed by the HOYA instructors Steele and Miller

Motion was made by Keffer; seconded by Dotson to approve the pilot schedule change of clinicals to each student doing 5 eight-hour school days instead of 10 four-hour, after-school dates. Roll call vote was taken with Dotson, Schiffman, Carlson, and Keffer all in approval.

Motion carried 4-0.

C. Approval of Administrator's Decision to remove Student from CareerTEC for current 2024-25 school year

Motion was made by Keffer; seconded by Schiffman to approve the Director's decision to remove Student 2025-01 for absences after following the current appeal process. Roll call vote was taken with Dotson, Schiffman, Carlson, and Keffer all in approval.

Motion carried 4-0

D. Approval of System Director Contract & Salary Increase

Motion was made by Schiffman; seconded by Keffer to approve a five-year contract with annual review to include final three years a six percent salary increase and 5 percent increase for the 2025-26 school year. Also has the option in the review to determine which year would be year two with potential of retiring at end of 4 years. Roll call vote was taken with Carlson, Dotson, Schiffman and Keffer all in approval.

Motion carried 4-0

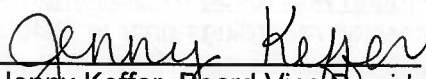
E. Approval of Closed-Session Items

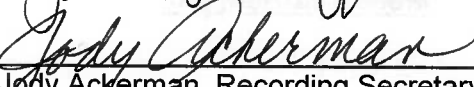
None.

IX. ADJOURNMENT

Motion was made by Keffer to adjourn at 2:33 p.m.; seconded by Dotson. All in favor by voice vote.

Motion carried 4-0.


Jenny Keffer, Board Vice President


Jody Ackerman, Recording Secretary