

CareerTEC Board of Directors Meeting
Thursday, May 8, 2025
CareerTEC
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, May 8, 2025, at the CareerTEC office in Freeport, Illinois.

I. ROLL CALL

Responded to roll call at 1:30p.m.: Supt. Jenny Keffer, Dakota District; Supt. Kurt Alberstett, Durand District; Supt. Anna Alvarado, Freeport District; Supt. Julie Katzenberger, Orangeville District; and Supt. Mike Schiffman, Pearl City District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. Absent was Supt. Carl Carlson, Pecatonica District.

II. APPROVAL OF AGENDA

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

Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Schiffman to approve the open- and closed-session minutes for the April 10, 2025, Board of Directors meeting; seconded by Alvarado. All in favor by voice vote.

Motion carried 5-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS *Director Brian Greene reported:*

A. CTEI

FY25: Received the April vouchered amount of \$14,711. That makes \$285,981 received of the \$300,731 grant. All schools updated their remaining allocations to include in one final budget amendment by May 31.

FY26: Allocations have not been received yet, latest since Brian began. ISBE said they are 43 days late getting the federal allocation. The consolidated application can't open until the allocations are received. Brian told CTE teachers to expect grant funding in FY26 but that it was not a guarantee. He recommended that next month we discuss whether to distribute CTEI funds to our schools after allocation figures are known and also review tuition rate.

B. Perkins

FY25: We received \$7,717 reimbursement in April, as requested. Schools submitted any changes to reqs so we can process an amendment as needed by May 31.

FY26: Allocations have not been received yet.

C. Work Based Learning Grant: On April 30 Brian received an email notification of Work-Based Learning grant in the amount of \$20,032 to fund the development or expansion of WBL programs. Application is due May 15 (short turn around) to have a retroactive start date of January 1, 2025, and end date of June 30, 2025, unless extension to Aug 31, 2025 is requested. Brian will relay info to schools and ask if any have WBL needs.

D. Adkins Energy Grant: In 2023 Brian submitted \$20,000 application request, and we received \$2,300 for plumbing supplies; in 2024, we were awarded \$3,600 for electrical supplies for the Construction Trades program. This year Brian submitted a \$17,160 request for tools for various curriculum units including roofing, framing, plumbing and carpentry/cabinetry.

E. Outstanding Students, Scholarship

List of students that are recognized for these awards was given to Board members. Most of the awards will be presented to the students in their classes. Brian will present the Overall Outstanding Student Award and \$200 to CIB year I student Brayden Zissler at Pecatonica's Awards Night on May 16. Brian will present the Karen Johnson Scholarship to Paige Hille at Pearl City's Senior Awards Night on May 8. Paige will receive a \$300 scholarship payable after we receive her college semester one grades.

F. SY26 Enrollment Update

The guaranteed enrollment sheet as of May 6 was given in the Board packet. These numbers are up from the prior month. We have 269 guaranteed with 145 of those for our in-house students, surpassing the target of 142. Brian shared the enrollment by school for the previous four years vs. SY26. Students are welcome to apply up until the first day of classes on August 18 for HCC and August 21 St. John, Freeport High and Construction Trades locations and, if approved and room in the class yet, be enrolled at CareerTEC.

G. SY26 Orientation, Teacher and Student start dates

At the last staff meeting, the In-house teachers decided to start Aug. 18, following what Freeport teachers are doing. The Open House/orientation night will be Aug. 20 5 p.m.- 6:30 p.m. During that time families can tour the classrooms and meet the instructors. Then at 6:30 Brian will give a 30-minute presentation that covers everything families should know and allow time for questions. CareerTEC will serve cookies and punch. HCC orientation will be Aug. 12 with student start date of Aug. 18, and FHS's CATS will have an orientation on Aug. 14 at Freeport High School.

H. Principal and Counselor Breakfast and Mock Restaurant

In the second half of April, the Culinary Arts students focused on practicing and preparing this breakfast, which took place on April 24. The class served breakfast buffet style and the food was well-received. In the first half of May, the class practiced and prepared for the Mock Restaurant event to take place on Friday, May 9. Students could invite two or three family members to the event. They were to be served a five-course meal prepared entirely by the students. Cost for attendees is \$5, which will offset some of the costs for the event.

VI. CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Alberstett to approve April bills and the destruction of closed-session recordings prior to November 1, 2023; seconded by Katzenberger. Roll call vote was taken: Katzenberger, Keffer, Alberstett, Alvarado, and Schiffman all in favor.

Motion carried, 5-0.

VII. CLOSED SESSION

At 1:48 p.m., motion was made by Alberstett, seconded by Alvarado, to enter into closed session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity (5 ILCS 120/2(c)(1)).

VIII. ACTION ITEMS**A. Approval SY26 Board Meeting Dates**

Motion was made by Schiffman; seconded by Alberstett to approve the Board meeting dates presented with July 10 date, if a July meeting needed. They follow the standard first Thursday following first Monday. All in approval by voice vote.

Motion carried, 5-0.

B. Approval of SY26 HCC Dual Credit Agreement and MOU

Motion was made by Schiffman; seconded by Katzenberger to approve the SY26 HCC Dual Credit Agreement and MOU. All in approval by voice vote.

Motion carried, 5-0.

C. Approval of SY26 Teacher Agreements

Motion was made by Alvarado; seconded by Katzenberger to approve the teacher agreements at 1.0 Full Time for HOYA, L. Steele and A. Miller; Culinary, S. Konefes; and CIB, E. Hazzard. Also at .65 FTE for Construction, J. Shaw. CareerTEC salary schedule follows Freeport School District. Roll call vote was taken with, Keffer, Alberstett, Alvarado, Katzenberger and Schiffman all in approval.

Motion carried, 5-0.

D. Approval of Bookkeeper & Admin Assistant Hourly Rate increase for SY26

Motion was made by Schiffman; seconded by Keffer to approve 4% increase for bookkeeper and administrative assistant. Roll call vote was taken with Katzenberger, Keffer, Alberstett, Alvarado, and Schiffman all in approval.

Motion carried, 5-0.

IX. ADJOURNMENT

Motion was made by Schiffman to adjourn the meeting at 2:10 p.m.; seconded by Alberstett. All in favor by voice vote.

Motion carried 5-0.



Kurt Alberstett, Board member



Jody Ackerman, Recording Secretary

