

**CareerTEC Board of Directors Meeting**  
CareerTEC  
Freeport, IL 61032  
Thursday, August 7, 2025

**MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS**

Following the budget hearing, the meeting of the CareerTEC Board of Directors was conducted under the following format at 1:40 p.m., Thursday, August 7, 2025, at CareerTEC, Freeport, Illinois.

**I. ROLL CALL**

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

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES**

Motion was made by Alvarado to approve the June 5, 2025, open-session minutes; seconded by Katzenberger. 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**

**FY25 grant:** All funds have been received with the final payment in 6/2025 and expensed from the \$300,731 grant ending June 30, 2025.

**FY26 grant:** Allocation has not been received yet, but Director Greene relayed that he received grant award notification last week with significant changes to the terms. ISBE's legal team is reviewing the updated terms from the federal government. Greene has been told to expect level funding, and the start date will be July 1, 2025. Once allocations are provided and the grant is opened, we will be given 30 days to submit the application from the date of notification of the allocation.

**B. Perkins Federal Funding**

**FY25 grant:** Final reimbursement of \$13,338 was received in July. All but \$62 was expended of the \$94,291 funds by the June 30, 2025. Final report will be done after July is done.

**FY26 grant:** The Consolidated Application is a combination of the CTEI and Perkins grants. As stated above, allocation has not been received yet.

**C. Work-based Learning Grant**

**FY25:** Grant was extended to August 31, 2025, when we applied for the grant. We have received \$236 and requested \$17,074 in the grant's payment schedule for June. Greene received a response from ISBE's FRIS Dept. stating there was a "glitch" in the system which prevented the June payment, and the money should come soon.

**D. FY25 Enrollment Update:** Increase of 5 students, four are for the in-house programs (those we directly oversee), which now total 149 which is above our target of 142.

**E. 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 regarding fraud awareness: Whistleblower Protection, Fraud Awareness Program, Procurement (items over \$3,000 need bid), and Sub-Recipient Review. He did a review of the inventory items in our schools in the spring of 2024 and will repeat in spring of 2029. He also sent a link to a slide deck entitled "Grant Fraud, Waste, Abuse and Mismanagement" from the Grant Accountability and Transparency Unit (GATA).

**F. Performance Evaluation Changes**

New law signed June 30 amends Illinois School Code removing data and indicators on student growth in rating teacher and principal performance. Greene asked for feedback on what each district is doing and how CareerTEC should proceed to which Dakota, Freeport, Orangeville and Pecatonica stated they are planning for student growth not to be included in evaluations. Supt. Alvarado stated Freeport will be piloting School Leader evaluation.

**G. Beginning of School Year**

HCC Student Orientation for dual credit students will be 6 p.m., Aug. 12. HCC Outreach, Dual Credit and Pathways Coordinator Jacob VenHuizen and Director Greene will present to all parents and students for the first half hour before teachers work with their specific students/ parents/guardians. Forms and registration payments will be collected. CareerTEC classes on HCC campus begin Aug. 18, and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 21. Careers in Auto Tech will have an orientation on August 14 in the FHS auto shop. Again this year, the in-house courses – Business, Construction, Culinary and Health Occupations – will have an open house/orientation combination event on August 20 at St. John Church. Families are invited to the open house from 5-6:30 to see their respective classroom and meet with the instructor. Director Greene will present a 20-30 minute slide show and share important information from 6:30 – 7 p.m. Students, families and counselors have been notified. Teacher institute will be Aug. 18-20 with classes beginning on Aug 21 at St. John.

**H. Director Non-Contract Time**

As per his contract, Brian advised the board that he will be out Aug 15, 18-19 to drive his daughter to Yale College in Connecticut. Since this year includes freshman orientation, future years are not expected to interfere like this. He shared this information with teachers at the final staff meeting in June. Teachers will work in their classrooms on Aug 18-19, and Brian will lead all-day meetings with them on Aug. 20.

**VI. CONSENT AGENDA**

**I. Motion to Approve Routine Items**

Motion was made by Carlson and seconded by Katzenberger to approve June and July bills plus the destruction of closed-session recordings prior to February 1, 2024. Roll call vote Katzenberger, Keffer, Alvarado, and Carlson all in favor.

**Motion carried, 4-0.**

**VII. CLOSED SESSION: NONE**

**VIII. ACTION ITEMS****A. Affirmation of Board Officers**

Motion was made by Carlson and seconded by Alvarado to approve the Board of Control Officers with this first year of a two-year term with Supt. Jenny Keffer (Dakota) as President, Supt. Kurt Alberstett (Durand) as Vice President, Amy Baker as Treasurer, and Jody Ackerman as Recording Secretary.

**Motion carried, 4-0.**

**B. Affirmation of Policies and Procedures**

Motion was made by Katzenberger for Annual Affirmation of Current Policies and Procedures (electronic versions of which were sent to board members); seconded by Alvarado. All in favor with voice vote. **Motion carried, 4-0.**

**C. Approval of an Ethics Officer**

Motion was made by Katzenberger and seconded by Alvarado for Mike Schiffman to continue as the Ethics Officer for FY26 to which he has agreed. Approved by voice vote. **Motion carried, 4-0.**

**D. Designation of Depository Bank**

Motion was made by Carlson and seconded by Alvarado to continue with Citizens State Bank as our depository bank. Amy Baker has no signing authority for CareerTEC transactions so no conflict of interest as CareerTEC treasurer. Approved by voice vote all in favor. **Motion carried, 4-0.**

**E. FY26 Budget Approval**

Motion was made by Katzenberger and seconded by Alvarado to approve the FY26 CareerTEC Budget as presented in the budget hearing before the meeting. Roll call vote was taken with Carlson, Alvarado, Katzenberger and Keffer all in favor.

**Motion carried, 4-0**

**F. Approval of Draft Audit Reviewer**

Motion was made by Katzenberger and seconded by Carlson to approve Dr. Jeremy Dotson again as the draft audit reviewer. **Motion carried with voice vote, 4-0.**

**G. Approval to remove student growth from Teacher Evaluations.**

Motion was made by Keffer and seconded by Alvarado as recommended by Director Greene for the removal of Student Growth from teacher evaluations starting in the 2025-2026 school year. **Motion carried, 4-0, with voice vote.**

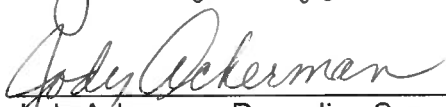
**H. Approval to reschedule Sept. 4 meeting to Sept 11**

Original CareerTEC Board meeting date conflicts with IASA NW Region meeting. Motion was made by Alvarado and seconded by Carlson to change meeting date. **Motion carried with voice vote, 4-0.**

**IX. ADJOURNMENT**

Motion was made by Carlson to adjourn meeting at 2:12 p.m.; seconded by Alvarado. All in favor with voice vote. **Motion carried, 4-0.**

  
Jenny Keffer, Board President-Elect

  
Jody Ackerman, Recording Secretary

