

CareerTEC Board of Directors Meeting

Thursday, September 11, 2025

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 11, 2025, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

President Jenny Keffer presided over the meeting. Present and responded to roll call at 1:32 p.m.: Supt. Jenny Keffer, 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 were Brian Greene, CareerTEC Director; and Jody Ackerman, Recording Secretary.

II. APPROVAL OF AGENDA

Motion was made by Schiffman to approve the agenda; seconded by Carlson. All in favor by voice vote of aye responses.

Motion carried 6-0.

III. APPROVAL OF MINUTES

Motion was made by Katzenberger to approve the August 7 budget hearing and open-session meeting minutes; seconded by Alvarado. 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'26: Grant allocation of \$301,316 was finally received on August 12. The Consolidated application opened in IWAS on August 15 and is due to ISBE by Sept. 30 to receive July 1st start date. The new CTE funding method is being phased in over four years FY25-FY28. Our FY28 projection is \$259,900, a decrease of \$41,416.

B. Perkins

FY'26: Grant allocation was finally received on August 12 with CTEI. Total budget is \$87,588, \$6,703 less than last year and what was shared with schools back in April. Director Greene relayed the schools' decreases and will share with principals at their meeting Sept. 24.

C. Work-Based Learning Grant

This FY'25 Grant was extended to August 31. After a "glitch" was discovered in the ISBE system related to past due payments, the final payments of \$16,838 and \$2,958 were processed by the comptroller on Aug. 28. We have now received all of the \$20,032 grant, which will be completed after final GATA report is submitted by Sept. 30.

D. Manufacturing Day

The first meeting with the MFG Day committee was held Aug. 13 and planned the date for Oct. 31 during the National Manufacturing Month. There will be morning tours of local manufacturers then back to HCC for lunch and a tour of HCC's Industrial Manufacturing classrooms, and a closing presentation by Don Barnard, Plant Manager of Kolb Lena. Students will have the opportunity to win a \$10 gift card and donated items from manufacturers if they correctly answer 10 scavenger hunt questions. Pizza lunch is provided by HCC. The CTEI grant covers food for the presenters, safety glasses for tours, and sub teacher and transportation costs for the schools. Invitations have been mailed out to local manufacturers asking for help with student tours, setting up booths at the Expo, and/or providing financial or promotional item donations. Titan Tire has pledged \$500 plus promo items. We start the year with \$1,551.99 to cover part of the cost of student T-shirts.

E. CNA Results and HOYA Job Shadows

Brian shared good news from the HOYA program. Working with HOYA coordinator Lori Steele, Amanda Miller did a great job in her first year as the HOYA 1 instructor. 43 of 44 (97.7%) FY25 HOYA students passed the IL Dept Public Health Nurse Aide Exam. This is the highest percentage pass rate over the past 11 years. Brian gave thanks to both teachers. He also gave the particulars for CNA qualifications to sit for the exam. The HOYA program is growing its job shadow possibilities with two more additions of Athletico in Freeport and surgery at FHN. They do 10 to 12 shadows per year while our other in-house programs are expected to do at least four.

VI. Consent Agenda

- 1. Motion to Approve Routine Items:** Motion was made by Alberstett to approve August bills and the destruction of closed-session recordings prior to March 1, 2024; seconded by Schiffman. Roll call vote was taken: Keffer, Alberstett, Alvarado, Schiffman, Carlson, and Katzenberger all in favor.
Motion carried, 6-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS: NONE

IX. ADJOURNMENT

Motion was made by Katzenberger to adjourn at 1:45 p.m.; seconded by Alberstett. All in favor by voice vote.
Motion carried 6-0.



Kurt Alberstett, Board Vice President



Jody Ackerman, Recording Secretary