

CareerTEC Board of Directors Meeting
Thursday, November 13, 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 at 1:33 p.m., Thursday, November 13, 2025, at the CareerTEC office.

I. ROLL CALL

Present and responded in person to roll call: 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. He arrived at 1:40 p.m. during information item C.*

II. APPROVAL OF AMENDED AGENDA

Director Brian Greene requested the addition of verbiage to the closed session to discuss a student issue. Motion was made by Alvarado to approve the amended agenda; seconded by Alberstett. All in favor by voice vote.
Motion carried 5-0.

III. APPROVAL OF MINUTES

Motion was made by Alvarado to approve the open-session minutes from the October 9, 2025, Board of Directors meeting; 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:

A. CTEI Grant

FY26: We finally received the first grant payment for the year. The first two Oct. 15 vouchered payments totaling \$138,386 of the \$301,316 grant arrived on Monday. At this time, we are awaiting a November vouchered payment of \$41,450. ISBE CTE director Erica Thieman wrote to the System Director Leadership Council that it takes about one month for the comptroller to pay the vouchers after they are received. Over the past month, Jody paused purchasing for the schools while we were waiting for grant funds.

B. Perkins Grant

Jody made some initial purchases with FY26 Perkins Grant but she paused while awaiting reimbursement of \$34,882 from the first expenditure report, which was finally received today. Total budget is \$87,588. ISBE CTE director Erica Thieman wrote to the System Director Leadership Council that ISBE didn't have access to draw the (Perkins) funding since the transition of the grant from the Dept. of Education to the Dept. of Labor. Purchasing will resume now that a reimbursement has been received.

C. Area Career Center Update

Brian relayed the timeline of the process, which began May 4, 2023, with the CareerTEC Board's beginning discussion of steps needed for Area Career Center (ACC) designation. He also included in the board packet the document that was sent to ISBE as Step 1 of the ACC proposal was sent June 12, 2025, to Illinois CTE Director Dr. Erica Thieman and our consultant Sophie Nuding. On August 7, 2025, Brian re-submitted the ACC proposal with additional information that had been requested. On Oct. 7 at the in-person SDLC meeting, Ms. Thieman asked Brian if he thought CareerTEC should have a new RCDTS code with the likelihood of CareerTEC becoming an ACC. She also announced to the state directors that there will be a new ACC in 2026-2027 (referring to CareerTEC).

ISBE has a meeting scheduled this week, Nov 10-14, to discuss the proposal. If it is approved, Brian will work on Step 2, an 11-step process. The initial goal was to have all three steps completed and approved by December 2025 but, with the 3-month delay to approve Step 1, Brian is hoping to earn ACC by the end of the school year. Becoming an ACC will mean increased funding. Supt. Katzenberger asked what the difference was between our current regional EFE status and being an area career center. Brian explained regional career centers are where school districts share their programs with other schools and an area career center has a building/location where the students attend, which for us is currently St. John.

D. Prospective Member Update

Lena-Winslow High School principal Ann DeZell requested a tour of the CareerTEC classrooms to compare current opportunities in Elizabeth (CTE Academy) with Freeport (CareerTEC). Brian took her on a tour of classrooms at Freeport High, Highland Community College and St. John between 7 a.m. and 10 a.m. on Nov. 6. She also talked briefly with some of the instructors. They then returned to admin office to discuss dual credit and potential costs. Le-Win is currently a member of the CTE Academy for funding, but it does not send any students to Elizabeth. Her next step is to survey students on their interest in CareerTEC courses. Brian suggested he present CareerTEC to the students prior to the survey being done so they have some knowledge of what's available.

Supt. Julie Katzenberger questioned if Le-Win has to get approval from Eagle Ridge's Board of Control to be removed from their EFE. Jody commented that there used to be a time frame (18 months) to go through and remembered when Pec and/or Durand joined they sent students the next school year before that period of time had elapsed.

E. Emergency Drills

Law Enforcement, severe weather/shelter in place and fire drills were done with all class sections on Sept. 15 at St John UCC and Construction trades at Freeport High School shop building by the tennis courts on Empire Street. One issue remains: Still poor communication between the Culinary class in the kitchen (south end of the church) and the north end wing. We are exploring using the handheld radios, which are there. The certified fire drill was held Oct .21. The final drill will be in the spring. St John still has not extended the connection between the fire alarm system in the CareerTEC wing and the church's wing. This has contributed to the difficulty alerting the Culinary program in the church's wing.

F. HOYA Update

HOYA I and II programs completed their first round of random drug screenings through SSM with zero non-negative results. The second round will be done in the spring. Following the Accuplacer test at HCC, all HOYA I students received the required 220 or above for the eighth-grade reading level, which is an IDPH requirement along with 120 classroom theory hours and 40 hours of clinicals to be eligible to take the state Certified Nursing Assistant exam. Some minor December clinical date adjustments were made to avoid the semester exams. Parent letters and clinical information was sent home last Friday and students are to return with parent signatures by this Friday. Job shadowing is going well and they have several new partnerships this year. HOYA 1 usually does 10-12 job shadows per year. The location is chosen by the student in a field in which they have shown interest.

G. Manufacturing Day Recap

The annual event was held Friday, Oct. 31. All member schools (except Pearl City) plus Lena-Winslow attended with 102 students participating. They did their one hour manufacturer site tour then traveled to HCC to visit Industrial Manufacturing classrooms and meet local manufacturers' reps. Survey results were positive. Tri Star Metals (\$1,000), Danfoss (\$500), Titan International (\$500), Adkins Energy (\$250), and Colony Brands (\$100) provided monetary donations to sponsor the event. Those funds helped pay for student T-shirts and gift cards. The CTEI grant will pay for the cost of the presenter lunches, transportation, and sub teacher costs. The committee will meet in November to review survey results and discuss improvements for next year.

H. CareerTEC Recruiting/Career Events

For the programs held at St. John and HCC, we will again host program tours for Freeport sophomores on Dec. 5. Then on Jan. 16, tours for those two locations plus Freeport High School will be provided for the other five schools' sophomores. January through February dates were given for the CareerTEC Information Nights to be held at each school. Flyers will be sent to each school to post. This year Freeport principals and counselors tried a new approach during a morning advisory period to share information with a short presentation (Brian's edited CareerTEC Information Night presentation) to encourage sophomores with a 1.8 GPA or above to sign up for the CareerTEC tour.

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I. 2026-2027 CareerTEC Course Catalog

Most changes are in the course descriptions (noted in red or blue). Brian cleaned up new and prior language so there are more changes than normal.

Notable changes include:

New Course: Computer Science and Information Systems. On April 4, 2024, we discontinued our Computer Information Systems program at St. John due to low enrollment numbers. We RIF'd former CIS instructor Doug Meyers. On October 16, 2025, Brian met with HCC's technology instructor Jeremy Monigold and HCC dean Dr. Matt Magee to discuss specifics of this new course that, if approved, would be held from 1 p.m. to 2:30 p.m. Monday through Thursday in the newly renovated/expanded computer lab in room T-142 at HCC. The afternoon time was chosen to attract HCC students that wish to join the CareerTEC class to maintain the 10 student HCC enrollment guideline.

Criminal Justice program. Eliminated year 2; instructor Jennifer Roser will only offer first year CJ. With the removal of Intro to Info Systems and Intro to Cyber Security in this school year those "holes" were filled with courses typically taught in the 2nd year. The current year 1 students were all notified prior to the start of this school year that a year 2 course would not be offered in SY27.

Nail Tech Eliminated year 2. Will be a one-year program for seniors only. Increased to 6 dual credits rather than 4.

We will use the Google Form application again as we have for the past six years. It works well for us and the school counselors.

CONSENT AGENDA

1. Motion to Approve Routine Items

Motion was made by Alberstett to approve October bills and the destruction of closed-session recordings prior to May 1, 2024; seconded by Schiffman. Roll call vote was taken with Katzenberger, Keffer, Alberstett, Alvarado, Schiffman and Carlson all in favor.

Motion carried, 6-0.

VII. CLOSED SESSION:

At 2:05 p.m., a motion was made by Schiffman; seconded by Carlson to go into closed session for the discussion of a student issue.

Board returned from closed session at 2:12 p.m.

VIII. ACTION ITEMS

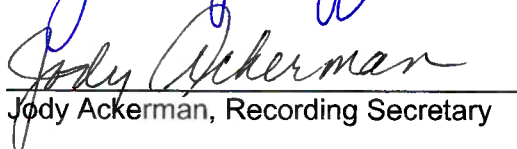
A. Approval of 2026-2027 Course Catalog was tabled until the December meeting following legal considerations regarding the new Computer Science Program.

IX. ADJOURNMENT

Next meeting will be Dec. 4. Motion was made by Schiffman to adjourn at 2:13 p.m.; seconded by Katzenberger. All in favor by voice vote.

Motion carried 6-0.


Jenny Keffer, Board President


Jody Ackerman, Recording Secretary