

**CareerTEC Board of Directors Meeting**  
**Thursday, April 9, 2026**  
**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 1:45 p.m., Thursday, April 9, 2026, at the CareerTEC office, Freeport, Illinois.

**I. ROLL CALL**

Present and responded to roll call: Supt. Jenny Keffer, Dakota District; Asst. Supt. Shanna Rufener, Durand District; Supt. Anna Alvarado, Freeport District; and Supt. Julie Katzenberger, Orangeville District. Also in attendance were Brian Greene, CareerTEC Director, and Jody Ackerman, Recording Secretary. Absent were Supt. Mike Schiffman, Pearl City District, and Supt. Carl Carlson, Pecatonica District.

**II. APPROVAL OF AGENDA**

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

**Motion carried 4-0.**

**III. APPROVAL OF MINUTES**

Motion was made by Alvarado to approve the open-session minutes from the March 5, 2026, meeting of Board of Directors; seconded by Rufener. 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**

**FY26:** We received two payments in March, making \$272,237 total received of the \$301,316 grant. We are awaiting April 2 voucher of \$11,765.

**FY27:** Brian relayed that ISBE CTE director reported to system directors that CTEI and Ag ed were proposed to be level funded from FY26. This will prevent implementing the new formula. We have been told that the change from the Dept. of Education to the Dept. of Labor is delaying allocations. We don't expect allocations until maybe June.

**B. Perkins**

Received reimbursement of \$5,224, as requested. We have received \$72,584 of this \$87,588 grant. Jody continues to make purchases for both grants. We were told not to expect FY27 allocations until June.

**C. Area Career Center Update**

ISBE approved our consortium to move forward with Step 3 in the Area Career Center development process and stated that additional information related to local and regional workforce will be requested. Brian included the Step 3 proposal in their packet and told them that a required site visit will be conducted if Step 3 materials are approved. He plans to submit Step 3 on April 13. Director Brian relayed that his three goals in obtaining Area Career Center classification are: 1) cover facility rent, 2) cover more of the teacher salaries and 3) to reduce the tuition rate to the member districts.

**D. FY26 Safety Drills**

All required fire drills and severe weather/shelter-in-place drills have been completed and turned into the ROE on March 10.

**E. FY27 Guaranteed Enrollment numbers & RIF**

Brian shared the guaranteed enrollment number of 290 up from 254 last year. This includes three mid-year grads but, more importantly for budgetary reasons, the in-house applications are at 153. We had 152 last year. These in-house programs are the ones that we directly oversee and provide tuition to cover the teachers' salaries. He expects that 20-25 more enrollees will come from Freeport as they registered through their school counselor but didn't complete the CareerTEC online application. We will have to turn away two in-house students that wanted Construction Trades. We created wait lists for the four programs that maxed out the seats available: FHS's Digital Design & Animation, Construction Trades, Industrial Manufacturing and Early Childhood Education. Brian and Colleen will determine who gets a seat in these programs based on the priority formula. Brian included a table with the previous six years CareerTEC enrollment and average to compare to FY27 as well as enrollment numbers from F14 – FY27. All schools' enrollments are up. Supt. Keffer noted that with the schools' declining enrollment, the CTE enrollment reflects the CTE interest.

Teacher evaluations have been completed and no reduction in force is needed. He also noted that the HOYA 1 instructor Amanda Miller has earned accelerated tenure based on her "excellent" summative evaluation scores over her first two years teaching.

**F. 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.

**G. Attendance Guidelines**

Discussion was held regarding if a doctor's note should remain required for consecutive absences. All felt if guideline was changed and Dr. note not required, it would lead to students abusing the extra day and not attend if it wasn't going to count. CareerTEC will continue to make notes regarding absence days and if they reach the 10<sup>th</sup> absence leading to being dropped, a review of absence reasons will be done to determine drop decision. On a side note, Supt. Katzenberger asked what happened to the Certificate of Employability for students that was used some years back. Brian has wondered the same and said it just went away. Supt.'s felt it would be beneficial to the students.

**H. HOYA Updates & CNA Clinicals**

Pinning ceremony will be held May 13 with guest speaker Madelyn McIntyre, a 2020 Aquin grad, former HOYA student, and CareerTEC Overall Outstanding Student. She graduated from St. Ambrose with a BS in Nursing and is working in an oncology/neuro unit. Two rounds of drug testing have been completed. 1<sup>st</sup> round all 64 were clear. 2<sup>nd</sup> round all 62 were clear (2 students had dropped). All 46 year 1 students completed the BLS (CPR) certifications first semester. **Clinicals** continue with 43 of the current 44 students at Manor Court-Liberty Village in this pilot year of 8-hour shifts on Thursday and Fridays. Lori Steele, HOYA coordinator/teacher, and Amanda Miller, HOYA 1 teacher, are supervising. Students will sit for the state CNA exam on May 20, 2026.

**I. End of SY26 Schedule**

Brian gave the Board the end-of-the-school-year schedule and relayed that he has determined that May 22 will be our final CareerTEC student attendance date with possibly 52% of our juniors present on that date. Teachers' last day will be May 28.

**VI. CONSENT AGENDA**

**1. Motion to Approve Routine Items**

Motion was made by Alvarado to approve March bills and the destruction of closed-session recordings prior to October 1, 2024; seconded by Katzenberger. Roll call vote done with Katzenberger, Keffer, Alvarado, and Rufener in favor.

**Motion carried, 4-0.**

**VII. CLOSED SESSION**

None

**VIII. ACTION ITEMS**

**A. Approval of Renewed E-Learning Plan & Verification Form**

Motion was made by Katzenberger; seconded by Rufener to approve and submit to ROE#8 Superintendent Chris Shockey the E-Learning plan that was presented in the public hearing including the addition of adding tardy attendance reporting and verification form. All approved with voice vote.

**Motion carried 4-0.**

**B. Approval of Submission for Area Career Center Step 3 Proposal**

Motion was made by Alvarado; seconded by Katzenberger to approve submission for Area Career Center Step 3 Proposal to ISBE. All approved with voice vote.

**Motion carried 4-0.**

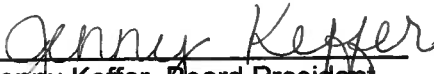
**C. Approval of Closed-Session Items**


None

**IX. ADJOURNMENT**

Motion was made by Alvarado to adjourn at 2:24 p.m.; seconded by Rufener. All in favor by voice vote.

**Motion carried 4-0.**

  
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Jenny Keffer, Board President

  
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Jody Ackerman, Recording Secretary

