

CareerTEC Board of Directors Meeting
Thursday, May 7, 2026
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 7, 2026, at the CareerTEC office in Freeport, Illinois.

I. ROLL CALL

Responded to roll call at 1:35p.m.: Supt. Jenny Keffer, Dakota District; Supt. Kurt Alberstett, Durand 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. Anna Alvarado, Freeport District; and Supt. Carl Carlson, Pecatonica District.

II. APPROVAL OF AGENDA

Motion was made by Alberstett to approve the agenda; seconded by Schiffman. All in favor by voice vote.
Motion carried 4-0.

III. APPROVAL OF MINUTES

Motion was made by Alberstett to approve the open-session minutes for the April 9, 2026, Board of Directors meeting; seconded by Katzenberger. All in favor by voice vote.
Motion carried 4-0.

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS *Director Brian Greene reported:*

A. CTEI

FY26: Received the April vouchered amount of \$11,765. That makes \$284,002 received of the \$301,316 grant. All schools updated their remaining allocations to include in one final budget amendment by May 31.

FY27: Allocations have not been received yet and don't expect before June.

B. Perkins

FY26: We received \$3,276 reimbursement in April, as requested. Total \$75,860 has been received of the \$87,588 grant.

FY27: Allocations have not been received yet.

C. Area Career Center Update: On April 13 Brian submitted step 3 of the step 3 process. ISBE CTE Director Dr Thieman responded "so exciting" and congratulated Brian on getting this far." Brian expects a site visit at some point before final determination. If approved, he expects ACC effective for 26-27 school year.

D. Adkins Energy Grant: In 2023, we received \$2,300 for plumbing supplies; in 2024, we were awarded \$3,600 for electrical supplies; and, in 2025, we received \$3,000 to use as we saw fit for the Construction Trades program. This year Brian submitted a \$10,470 request for tools for various curriculum units, including roofing, framing, plumbing and carpentry/cabinetry.

E. Outstanding Students, Scholarship

List of award-winning students were provided to Board members. Most of the awards will be presented to the students in their classes. Of the 19 students, Pec had 7, Freeport 6, Dakota 3, Durand 2 and Pearl City had 1. Brian will present the Overall Outstanding Student Award and \$200 to CIB year II Pec student Brayden Zissler, the first repeat Overall Outstanding winner, as well as the Karen Johnson Scholarship to Haley Tipton, both at Pecatonica's Awards Night on May 15. Haley will receive a \$300 scholarship payable after we receive her college semester one grades.

F. SY27 Enrollment Update

The guaranteed enrollment sheet as of today reflects 291 guaranteed with 153 of those for our in-house students, surpassing the target goal of 142. Brian shared the enrollment by school for the previous six years vs. SY27. This is the highest enrollment during his time here. Students are welcome to apply up until the first day of classes on August 17 for HCC and August 20 St. John, Freeport High and Construction Trades locations and, if approved and seats available in the class, be enrolled at CareerTEC.

G. SY27 Orientation, Teacher and Student Start Dates

The In-house teachers will start Aug. 17 with the first of three in-service days. The Open House/Orientation Night will be Aug. 18, 5 p.m.- 7 p.m. During that time families can tour the classrooms and meet the instructors. At 5 p.m. and 6 p.m., Brian will give a 30-minute presentation that covers everything families should know and allow time for questions. HCC orientation will be Aug. 11 with student start date of Aug. 17, and FHS's Careers in Auto Technology & Services will have an orientation on Aug. 17 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 annual breakfast, which took place on April 23. 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, which took place yesterday May 6. Students could invite two or three family members to the event. They were 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 Katzenberger to approve April bills and the destruction of closed-session recordings prior to November 1, 2024; seconded by Alberstett. Roll call vote was taken: Keffer, Alberstett, Katzenberger, and Schiffman all in favor. Motion carried, 4-0.

VII. CLOSED SESSION

At 1:46 p.m., motion was made by Katzenberger, seconded by Schiffman, 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)).

Returned to open session at 2:15 p.m.

VIII. ACTION ITEMS

- A. **B. & C. Approval A. SY27 Board Meeting Dates, B. Waive first reading and approve E-Learning Resolution for SY27-29 and C. HOYA Clinicals Policy**
Motion was made by Schiffman; seconded by Alberstett to approve the Board meeting dates presented with July 9 date, if a July meeting needed. They follow the standard first Thursday following first Monday except October which is the 3rd Thursday. Also the E-Learning Resolution for SY27-29 and the HOYA Clinicals Policy. All in approval by voice vote.
Motion carried, 4-0.
- B. **D. Approval of SY27 HCC Dual Credit Agreement and MOU**
Motion was made by Alberstett; seconded by Schiffman to approve the SY27 HCC Dual Credit Agreement and MOU. All in approval by voice vote.
Motion carried, 4-0.
- C. **E. Approval of SY27 Teacher Agreements at current salary rates with each denoting that salary rate would be amended after new salary schedule is approved.**
Motion was made by Schiffman; seconded by Keffer to approve the teacher agreements at 1.0 Full Time for HOYA, L. Steele and A. Miller; Culinary, S. Konefes; and CIB, E. Hazzard. CareerTEC salary schedule follows Freeport School District and they are in negotiations at this time. Roll call vote was taken with Alberstett, Schiffman, Katzenberger, and Keffer all in approval.
Motion carried, 4-0.
- D. **F. Approval to Advertise Bookkeeper Position for SY27**
Motion was made by Schiffman and seconded by Katzenberger to advertise for the bookkeeper position. Schiffman said to send schools the ad and they'll post as well. All in favor with voice vote.
Motion carried, 4-0.
- E. **G. Approval of Bookkeeper & Admin Assistant Hourly Rate 3% increase for SY27**
Motion was made by Alberstett and seconded by Schiffman to approve 3% increase for bookkeeper and administrative assistant. Roll call vote was taken with Katzenberger, Keffer, Alberstett, and Schiffman all in approval.
Motion carried, 4-0.

IX. ADJOURNMENT

Motion was made by Schiffman to adjourn the meeting at 2:21 p.m.; seconded by Alberstett. All in favor by voice vote.
Motion carried 4-0.


Mike Schiffman, Board Member
Jody Ackerman, Recording Secretary