

**CareerTEC Board of Directors Meeting**  
**Tuesday, June 4, 2026**  
**CareerTEC Office**  
2037 W. Galena Ave.  
Freeport, IL 61032

**MINUTES OF CAREERTEC BOARD OF DIRECTORS**

The meeting of the CareerTEC Board of Directors was conducted at 1:30 p.m., Thursday, June 4, 2026, at the CareerTEC office, Freeport, Illinois.

**I. ROLL CALL**

Responded to roll call at 1:34 p.m.: Asst. Supt. Jeremy Dotson, Freeport; Supt. Julie Katzenberger, Orangeville; Supt. Mike Schiffman, Pearl City; and Supt. Carl Carlson, Pecatonica. Absent were Supt. Jenny Keffer, Dakota, and Supt. Kurt Alberstett, Durand. 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.

Motion carried 4-0.

**III. APPROVAL OF OPEN and CLOSED-SESSION MINUTES**

Motion was made by Schiffman to approve the open- and closed-session meeting minutes from May 7, 2026, Board of Directors meeting; seconded by Katzenberger. All in favor by voice vote.

Motion carried 4-0.

**IV. COMMUNICATIONS / PUBLIC COMMENTS**

None.

**V. INFORMATIONAL ITEMS**

Director Brian Greene relayed the following information:

**A. CTEI Grant**

**FY26:** Received May's vouchered payment on Monday (June 1) for \$10,491; total \$294,493 received of \$301,316 grant. Final Budget amendment was submitted 5/29 and approved by ISBE 6/1. Plan to close out grant 6/30/26. Three schools eventually responded to Brian's request for use of elementary funds for K-8 career awareness/exploration. Orangeville: \$520 reimbursement for Xello for their middle school; Freeport's Empire and Lincoln Douglas Schools for STEM items and career-related books.

**FY27:** No allocation received yet.

**B. Perkins Grant**

**FY26:** Reimbursement of \$3,271 was received, as requested. Final Budget amendment was submitted 5/29 and approved by ISBE 6/1. Jody to finish purchases for schools and close out grant 6/30/26.

**FY27:** No allocation received yet.

**C. Comprehensive Local Needs Assessment (CLNA)**

All member schools submitted their Local Needs Assessment by May 26 for which Brian thanked the principals, counselors and teachers that helped with the project. Brian scanned all of them and used ChatGPT to help summarize, which he then edited to use for the CLNA. He also collaborated with Highland Community College so that assurance form could be submitted, as well. He submitted the CLNA to ISBE on May 28 for the May 29 due date.

**D. Career & Technical Education Bill Passed**

Brian included a summary of the IL SB3070 bill that passed both house and senate. This bill amends the school code changing the IL required high school courses. Previously two years of a foreign language was required. Now each ninth-grader beginning w/ 28-29 school year must complete either 2 years of foreign language OR at least 2 years of CTE courses.

**E. Certified Nursing Assistant Exam Results**

Director Greene shared that 43 of the 44 students completed the clinical training at Liberty Village. All 43 HOYA I students that took the exam on May 20 at HCC passed, achieving the first 100% pass rate for CareerTEC. This exceeded both the IL nurse aid program benchmark of 90% and the statewide secondary nurse aide programs' average of 90%. These students will now be marked in the IDPH Health Care Worker Registry as eligible to work as a CNA.

**F. 2025-2026 Student Survey Results**

Director Greene shared full results from the CareerTEC student surveys, which gives him feedback on CTE. He will also share with principals, superintendents, and program instructors in the next few weeks. Surveys were completed by 186 (73 seniors, 113 juniors) of the 260 students. Results were overwhelmingly positive. 82.8% indicated they "significantly improved" their skills. 94.1% would recommend a CareerTEC class to another student. 40% of juniors said they are taking the second year of the CareerTEC program. 81.7% thought attending CareerTEC improved their attendance. For CareerTEC teacher rating on a scale of 1 (low) to 5 (high), 68.3% rated their teacher a 5, and 22% rated their teacher(s) a 4.

**G. SY26 Perfect Attendance**

Brian shared the names of the 40 students of the 260 that were recognized for perfect attendance and mailed their certificate.

**H. 2054-26 Student Drop Rates**

Brian reported that we had 274 students at the start of school year to 269 Dec. 1: (1.8% decline) then to 260 May 21 (5.1% decline). Of this year's 14 total drops, 9 were from Freeport High School, 1 Freeport Alternative High School, 1 Freeport homeschooler, 2 Pecatonica and 1 Pearl City. 2 of the 14 were due to absences, 2 were schedule conflicts, and 8 were self-drops due mostly to low grades. One of the Pec students was from CIB class and that drop on the last day of school was collaborated w/ Pecatonica staff. He also reported that we started the school year with 12 provisional students. One was dropped for exceeding three absences in the first semester, which is a condition of provisional status. Overall 75% of provisional students made it through the entire school year.

**I. Job Opening Updates**

Brian thanked the member schools for posting the Bookkeeper and Construction Trades job positions on their websites. He has received six bookkeeper applications so far. The Construction Trades position has been posted since February and the one applicant withdrew his name after second interview was done on May 11, and Brian's request on May 13 for references stating, "the money is not there," and he apologized for wasting Brian's time. Since March, Brian has been working with FHS principal Sarah Hasken and FHS Construction Trades teacher Nic Fellows on Nic teaching mornings at CareerTEC. Brian found out yesterday that Nic can teach the 7:30 a.m.-9 a.m. class. Question now is do we turn away 10 students or keep the position open? Brian was concerned for the burden on counselors to change student schedules at the last minute. Carl said to keep the position open and Mike said to send a heads up to the counselors.

**J. Director vacation time**

Brian plans to take of July 21-26. Also another week at some point, will email dates later.

**VI. CONSENT AGENDA****A. Motion to Approve Routine Items**

Motion was made by Carlson to approve May bills and the PSIC insurance of \$18,354.93 that Brian had included in the packet plus two bills due early in July that were sent the morning of the meeting for Skyward and ISCorp renewals. Plus the destruction of closed-session recordings prior to 12/1/24 contained in the consent agenda; seconded by Schiffman. With roll call vote, Schiffman, Dotson, Katzenberger, and Carlson were all in favor.

Motion carried 4-0.

**VII. CLOSED SESSION: NONE****VIII. ACTION ITEMS****A. Approval of FY27 Calendar**

Brian stated that we would like to follow Freeport's calendar except for spring break. Five of the six member districts have the same spring break March 22-26 and Freeport's is March 26 – April 2. Brian relayed that 68.6% of the enrolled students in SY27 are non-FHS students and feels that with 74% of students at St. John not being Freeport, it would be in the best interest of students to have the same spring break as the five districts. After some discussion, all were in favor with voice vote.

Motion carried 4-0.

**B. Approval of FY27 Joint Use Agreement with FSD #145**

Motion was made by Schiffman; seconded by Katzenberger, to approve the Joint Use Agreement with Freeport School District at an increased rate of \$5,682 per year (up from \$5,533) and \$54.50 per hour for IT services (up from \$53 per hour), which will extend to St. John and construction sites. With roll call vote, Dotson, Carlson, Katzenberger, and Schiffman, were all in favor.

Motion carried 4-0.

**C. Approval of FY26 Assigned & Committed Fund Balances**

Motion was made by Katzenberger and seconded by Carlson to approve the FY26 Assigned and Committed Fund Balances going into FY27, which would not exceed \$55,000. This would be for the teachers' July-August contract payouts to finish FY26 salaries (in the event of some catastrophic financial event) and any possible CTEI grant funds. With roll call vote, Carlson, Schiffman, Dotson, and Katzenberger were all in favor.

Motion carried 4-0.

**D. Approval of FY27 Tentative Budget**

CareerTEC bookkeeper Jody Ackerman provided a brief summary, noting that this is a very tentative budget because we haven't received our grant allocations for FY27 yet nor any decision on the area career center status for CareerTEC. She used the enrollment figures as of last week for the tuition and noted the administrative assessment will change when we know the amount and guidelines for grant use. Motion was made by Schiffman and seconded by Katzenberger to approve the FY27 Tentative Budget with a budget hearing to be held Aug. 6, 2026. Notice of said hearing to be published by July 6. With roll call vote, Dotson, Carlson, Katzenberger, and Schiffman were all in favor.

Motion carried 4-0.

**E. Action on July 9, 2026, Board Meeting was tabled.**

**IX. ADJOURNMENT**

Motion was made by Carlson to adjourn meeting at 2:08 p.m.; seconded by Schiffman. All in favor by voice vote.

Motion carried 4-0.



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Carl Carlson, Board Member



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Jody Ackerman, Recording Secretary