

CareerTEC Board of Directors Meeting
Thursday, July 9, 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, July 9, 2026, at the CareerTEC office, Freeport, Illinois.

I. ROLL CALL

Responded to roll call at 1:32 p.m.: Supt. Shanna Rufener, Durand; Supt. Tom Rude, Orangeville; Supt. Mike Schiffman, Pearl City; and Supt. Carl Carlson, Pecatonica. Absent was Supt. Jenny Keffer, Dakota and Supt. Anna Alvarado, Freeport. Also in attendance were Brian Greene, CareerTEC Director; and Jody Ackerman, Recording Secretary.

II. APPROVAL OF AGENDA

Motion was made by Carlson to approve the agenda, seconded by Schiffman. All in favor by voice vote.

Motion carried 4-0.

III. APPROVAL OF OPEN SESSION MINUTES

Motion was made by Schiffman to approve the open-session meeting minutes from June 4, 2026, Board of Directors meeting; seconded by Carlson. 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 final vouchered payment of \$6,823 on June 22. Received and expended all of the \$301,316 grant.

FY27: Received FY27 allocation on July 2 via email from our new ISBE principal consultant Tommy Johnson. Matches our FY26 allocation of \$301,316. Grant application is now open in IWAS and must be completed by August 31, 2026, for a July 1, 2026, start date. Allocations have not been shared with schools yet. EFE's are required to expend money to specific areas. For FY27, the elementary career development amount is \$4,309 (down \$245 from FY26). The leadership allocation can be utilized up to \$114,564 (up \$3,347 from FY26). We have used this toward the director's salary, professional organizations, and conference costs. Per ISBE Board approval in January 2025, the FY27 allocations are based on a formula which provides for 25% of our system's FY26 allocation and the balance utilizing the CTE funding formula. Data used to calculate the formula were collected in FY24. The state CTE funding is being phased in over four years (FY25-FY28). Brian gave a link for members to use to gain more information on the new CTE funding formula. Brian noted that the state CTEI funding formula does not affect calculations for the federal Perkins allocation.

B. Perkins Grant

FY26: Reimbursement of \$1,939 was received as requested. Final purchases for schools have been made and the final reimbursement request of \$6,518 will close out the grant.

FY27: Received our allocation, which is down again from FY26's \$87,588, is \$83,368.

The two criteria for funding listed on the breakdown was "2026 Age 5-17 population" and "2026 Poverty count."

C. Area Career Center Update

Brian relayed that on June 16 he emailed state CTE director Dr. Erica Thieman regarding the delays in Area Career Center (ACC) Step 3 approval. She replied that same day stating that "(CareerTEC) will be eligible for funding next year. We must have an RCDT code, which you will be able to obtain after Phase 3 approval. I believe (ISBE consultant) Sophie (Carpenter) was working on coordinating the site visit which is the final step of Phase 3. Getting you into the system for this year would require we put the release of the entire CTEi and Perkins grant system on hold until you have approval and an RCDT code." Brian relayed his disappointment to her and she relayed that she believes that CareerTEC will be eligible for the ACC grant that DCEO (IL Dept. of Commerce & Economic Opportunity) will be offering this year. A portion of that funding is to support planning and development of new ACC's. Then on July 1, Brian received an email from Erica Muchow, who is CTE Dept. Supervisor at ISBE, and she relayed that she will be handling the CareerTEC's ACC application. She and Brian are scheduled to meet virtually on Aug. 5 to review status finish Step 3 approval and set up the site visit. Brian gave the dates for each step along the way after his initial inquiry back in 2023 and emphasized his frustration with the long delays for approval.

D. Bookkeeper Search Update

Brian relayed that the position was posted on Indeed.com on June 2 and he received 22 applications for the position to replace Jody Ackerman, who is retiring after 28.5 years of service at CareerTEC. Six candidates were chosen for first interviews. Brian and Jody met with five of the six (one candidate never responded to interview request) for one-hour interviews. Then discussed what candidates to bring back for a second interview. Two were brought back for a second interview with CareerTEC administrative assistant Colleen Mills, Jody and Brian. Pending Board approval, Brian has extended a job offer to one candidate and wants to discuss employment and compensation of the candidate in closed session.

E. Construction Trades Instructor Recruitment Update

Brian relayed that the Construction Trades Instructor position has been posted on Indeed.com since February 11, and he has not received any further interest in the opening aside from a referral to a Freeport individual who seemed interested at first but, after follow up a few days later, he decided against it. Brian spoke to an Indeed representative who investigated if there were individuals seeking this job. The rep shared that she reviewed the resume database for candidates with both construction and educational backgrounds in the Freeport area and the available talent pool is limited. Brian plans to keep the instructor position open until the Aug. 6 Board meeting. If there is no one to recommend hiring, we will utilize FSD145 teacher Nic Fellows to teach the 7:30 a.m.-9 a.m. class. Nic will be on a teaching overload, but has agreed to do this for increased compensation. Since we will have to cancel the 9:20 a.m.-10:50 a.m. class, we will have to tell approximately 10 students that they can no longer be enrolled.

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

Motion was made by Carlson to approve June bills and the early July bills. namely PSIC insurance of \$18,354.93, Skyward software annual fee, iSCORP Skyward database hosting fee, and Marco copier charges that were included in the packet. Plus the destruction of closed-session recordings prior to 1/1/25 contained in the consent agenda; seconded by Rude. With roll call vote, Schiffman, Rufener, Carlson and Rude were all in favor.

Motion carried 4-0.

- VII. **CLOSED SESSION:** At 1:45 p.m. Motion was made by Rude to go into closed session; seconded by Schiffman. All in favor.

Open session resumed at 2:07 p.m.

VIII. **ACTION ITEMS**

A. **Approval to hire Dean Balbach for Bookkeeper position.**

Motion was made by Carlson; seconded by Rude to hire Dean Balbach for the bookkeeper, IMRF position with salary of \$59,000 and will recognize his years of service and follow the new secretary items for FY27. Vacation at the 13 years of service level of 4 weeks, 4 personal days and 25 sick days. With roll call vote, Rufener, Schiffman, Carlson, and Rude were all in in favor.

Motion carried 4-0.

IX. **ADJOURNMENT**

Motion was made by Schiffman to adjourn meeting at 2:10 p.m.; seconded by Carlson. All in favor by voice vote.

Motion carried 4-0.



Shanna Rufener, Board Vice President


Jody Ackerman, Recording Secretary