

CareerTEC Board of Directors Meeting
CareerTEC Conference Room
2037 W. Galena Ave.
Freeport, IL 61032
Thursday, August 6, 2026

MINUTES OF THE MEETING OF THE CAREERTEC BOARD OF DIRECTORS

Following the budget hearing, the meeting of the CareerTEC Board of Directors was conducted under the following format at 1:40 p.m., Thursday, August 6, 2026, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

Present and responded to roll call were Supt. Jenny Keffer, Dakota District; Supt. Shanna Rufener, Durand District; Supt. Anna Alvarado, Freeport District; Supt. Thom Rude, Orangeville District; Supt. Mike Schiffman, Pearl City District; and Supt. Carl Carlson, Pecatonica District. Also in attendance were Brian Greene, CareerTEC Director, Jody Ackerman, outgoing bookkeeper/recording secretary, and Dean Balbach, incoming bookkeeper/ recording secretary.

II. APPROVAL OF AGENDA

Motion was made by Alvarado to approve the agenda; seconded by Schiffman. Motion carried with all in favor by voice vote. **Motion carried 6-0.**

III. APPROVAL OF MINUTES

Motion was made by Carlson to approve the July 6, 2026, open- and closed-session minutes; seconded by Schiffman. Motion carried with all in favor by voice vote. **Motion carried 6-0.**

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI State Funding

FY26 grant: Completed with all funds received with the final payment in June 2026.

FY27 grant: On July 2, allocation of \$301,316 was received, which matches last year's allocation. The Consolidated Grant application is open in IWAS. Grant application must be completed by Aug 31, 2026, to have a July 1 start date. Jody, Dean and Brian have been working on the Consolidated Application.

B. Perkins Federal Funding

FY26 grant: All purchases were made by June 30 and final reimbursement was received July 17.

FY27 grant: The allocation of \$83,368 is \$4,220 less than last year and \$10,293 less from two years ago. This is included in the Consolidated Application and will be submitted by Aug. 31 for a July 1 start date.

C. Area Career Center Update

On Tuesday, Brian had an initial conversation with ISBE's Erica Muchow about the Area Career Center application that he submitted. There is more data being requested to complete the step 3 phase of the application process. It was suggested that the HOYA class name be changed to Health Occupations since there is no apprenticeship portion of the class. Muchow also added concern about a Business CIP code and a lack of local workforce data in the application. Muchow said that a site visit would likely be done in November or December with a possibility of a February 2027 approval. Some initial talk about when the ACC allocations would flow to CareerTEC.

D. Construction Trades Instructor Search Update

Brian had several leads on finding a new construction teacher to teach in early and/or late morning but nothing to show for it. Nic Fellows, a Freeport Construction teacher, is available and willing to teach one class. Nine students will be unable to take the class because of max seating. Each school with applications will have at least one student in the class. Student placement in the 7:30 – 9 a.m. section will be placed based on our priority seating process.

E. HOYA Instructor Resignation and Search

Amanda Miller resigned due to a career opportunity outside of education for more money and less hours. HOYA has the highest enrollment with 53 students. Advertisement was done on Indeed and through Lori Steele contacts. Interviewed three candidates. Felt that all of them would be capable of filling the position. Made an offer to one candidate named Kelley Hartman, who has a Bachelor's in Nursing.

F. Enrollment Update

The enrollment is 295 a new high with 155 in house which surpasses our target of 142. We will lose nine kids because of no second construction class. Brian shared a table giving the previous 6 years of enrollment by school and historic total enrollment for the past 14 years.

G. Fraud Awareness Program

This is the training that is to be held at the first meeting of the fiscal year per our policy 4.28. Brian had sent with the board packet the four policies regarding fraud awareness: Whistleblower Protection, Fraud Awareness Program, Procurement (items over \$3,000 need bid), and Sub-Recipient Review. He also sent a link to a slide deck entitled "Grant Fraud, Waste, Abuse and Mismanagement" from the Grant Accountability and Transparency Unit (GATA).

H. Beginning of School Year

HCC Student Orientation for dual credit students will be 6 p.m., Aug. 11. HCC Outreach, Dual Credit and Pathways Coordinator Jacob VenHuizen and Director Greene will present to all parents and students for the first half hour before teachers work with their specific students & parents/guardians. HCC mailed out registration forms and student bills to students with options for payment plan, if desired. Only about one-fifth of them submitted forms from that mailing. Forms & registration payments will be collected. CareerTEC classes on HCC campus begin Aug. 17, and districts need to coordinate transportation with their students as the shuttle busing won't begin until Aug. 20. Careers in Auto Tech will have an orientation on August 17 in the FHS auto shop. Again this year, the in-house courses – Business, Construction, Culinary and Health Occupations – will have an open house/orientation combination event on August 18 at St. John Church. Families are invited to the open house from 5-7 p.m. to see their respective classroom and meet with the instructor. Director Greene will present a 20-30 minute slide show and share important information from 5 p.m.-5:30 p.m. and again at 6 p.m.-6:30 p.m. Students, families and counselors have been notified. Teacher institute will be Aug. 17-19 with classes beginning on Aug. 20 at St. John and Freeport High School.

I. Director Non-Contract Time

As per his contract, Brian advised the board that he will be out Aug 31-Sept. 2 to move his daughter into her new dorm at Yale College in Connecticut.

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

Motion was made by Carlson and seconded by Rufener to approve July bills plus the destruction of closed-session recordings prior to February 1, 2025. Roll call vote Rude, Schiffman, Rufener, Keffer, Alvarado, and Carlson all in favor.

Motion carried, 6-0.

- VII. CLOSED SESSION:** At 2:02 p.m., motion was made by Tom Rude and seconded by Mike Schiffman to go into closed session for the appointment, employment, compensation of specific employees of the System.

Return to open session at 2:20 p.m.

VIII. ACTION ITEMS

A. Affirmation of Board Officers

Motion was made by Schiffman and seconded by Carlson to approve items A. B. C. F. & G. with one action. A: The Board of Control Officers with this second year of a two-year term with Supt. Jenny Keffer (Dakota) as President, Supt. Shanna Rufener (Durand) as Vice President, Amy Baker as Treasurer, and Jody Ackerman will work with Dean in his new role as Recording Secretary until she retires.

Motion carried, 6-0.

B. Affirmation of Policies and Procedures

Annual Affirmation of Current Policies and Procedures (electronic versions of which were sent to board members).

C. Approval of an Ethics Officer

Mike Schiffman to continue as the Ethics Officer for FY27 to which he has agreed.

D. Designation of Depository Bank

Motion was made by Schiffman and seconded by Alvarado to continue with Citizens State Bank as our depository bank. Amy Baker has no signing authority for CareerTEC transactions so no conflict of interest as CareerTEC treasurer. Approved by voice vote all in favor. **Motion carried, 6-0.**

E. FY27 Budget Approval

Motion was made by Carlson and seconded by Rufener to approve the FY27 CareerTEC Budget as presented in the budget hearing before the meeting. Roll call vote was taken with Alvarado, Carlson, Rude, Schiffman, Rufener, and Keffer all in favor. **Motion carried, 6-0**

F. Approval of Draft Audit Reviewer

Motion was made in item A to approve Freeport School District's new Business & Finance Executive Director Mark Bertolozzi as the draft audit reviewer.

G. Approval of HOYA Year 1 Instructor Resignation

Motion was made in Item A to accept Amanda Miller's resignation as the full-time HOYA 1 instructor position for the 2026-2027 school year. From Aug. 17-19, Miller will train her successor at a pay rate of \$30 per hour; Miller's end date is Aug. 19.

H. Approval to hire Kelley Hartman for the HOYA Year 1 instructor position

Following his information given in closed session regarding the search, interviews conducted, and references received, Brian gave the recommendation to hire Kelley Hartman for the HOYA 1 instructor position. Motion was made by Alvarado and seconded by Schiffman and with roll call vote approval by Rude, Schiffman, Rufener, Keffer, Alvarado and Carlson. **Motion carried, 6-0.**

I. Approval to Compensate HOYA Coordinator for Summer Work

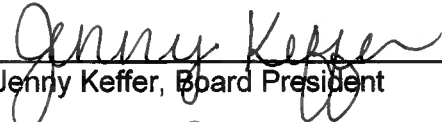
Brian reached out to Lori Steele shortly after the HOYA 1 teacher gave her intention to resign. Lori spent considerable time during her non-contract time helping with the replacement search and interviewing candidates. Motion made by Rufener and seconded by Rude to compensate Ms. Steele at \$30 per hour for this non-contract time. Roll call vote done with approval by Schiffman, Rufener, Keffer, Alvarado, Rude and Carlson. **Motion carried, 6-0.**

J. Approval to hire Nic Fellows as our Construction Trades Instructor

Following his information given in closed session regarding the search, interviews conducted, and references received, Brian gave the recommendation to hire Nicholas Fellows as the Construction Trades Youth Apprenticeship instructor for the 7:30 a.m.- 9 a.m. class for the 2026-2027 school year. Nic is a shared teacher with FSD145, thus CareerTEC will reimburse the Freeport District \$27,943 for his teaching and overload assignment. Motion was made by Alvarado and seconded by Schiffman. Roll call vote done with approval by Rufener, Keffer, Alvarado, Rude, Schiffman and Carlson. **Motion carried, 6-0.**

IX. ADJOURNMENT

Motion was made by Carlson to adjourn meeting at 2:28 p.m.; seconded by Rufener. All in favor with voice vote. **Motion carried, 6-0.**



Jenny Keffer, Board President



Jody Ackerman, Recording Secretary