CareerTEC Board of Directors Meeting

Thursday, September 10, 2026
CareerTEC *Conference Room*
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, September 10, 2026, at CareerTEC, Freeport, Illinois.

I. ROLL CALL

President Jenny Keffer presided over the meeting. Present and responded to roll call at 1:32 p.m.: 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; Dean Balbach, Recording Secretary; and Jody Ackerman.

II. APPROVAL OF AGENDA

Motion was made by Keffer to approve the agenda; seconded by Rufener. All in favor by voice vote of aye responses.
Motion carried 6-0.

III. APPROVAL OF MINUTES

Motion was made by Carlson to approve the Sept. 10 open-session meeting minutes; seconded by Schiffman. All in favor by voice vote of aye responses.
Motion carried, 6-0

IV. COMMUNICATIONS / PUBLIC COMMENTS

There were no communications or public comments.

V. INFORMATIONAL ITEMS

A. CTEI Funding

FY27: Director Greene reported on the FY27 Career and Technical Education Improvement Grant (CTEI). The FY27 Consolidated Application, which includes CTEI and Perkins funding, was submitted Aug. 25, returned by ISBE for changes, corrected and resubmitted, and approved Sept. 4. The FY27 CTEI allocation is $301,316. At the time of the September Board packet, CareerTEC had not yet received FY27 CTEI payments. The payment schedule anticipated $53,112 in back payments for July, and August and an additional $39,394 for September.

The Board was also informed of the anticipated FY28 changes to the CTEI funding formula. Beginning in FY28, ISBE is scheduled to fully implement an equity-based funding formula based on district funding adequacy and the number of CTE concentrators. Based on the preliminary information available, CareerTEC could experience an estimated $14,250.17 reduction, or approximately 4.7%, if the new formula were fully implemented without hold harmless provisions.

B. Perkins

FY27: The Board was informed that the FY27 Perkins Grant allocation is $83,368. Jody and Dean have begun making purchases under the FY27 Perkins grant, which operates on a reimbursement model. No Perkins payments had been received.

C. Other Grants

The Board discussed potential grant opportunities. CareerTEC submitted a proposal of up to $10,540 to Adkins Energy for Construction Trades program tool and supplies. ISBE was also expected to provide information regarding a FY27 Health Sciences and Technology Rural District Grant and a future CNA grant opportunity related to student performance on the Certified Nursing Assistant examination.

D. Substitute Teacher Pay

The Board discussed CareerTEC's substitute teacher pay rate in comparison with member districts. CareerTEC's current substitute teacher rate was identified as $115 per day, minus TRS. Director Greene recommended consideration of increasing the rate to $125 per day, including TRS, rather than adopting Freeport School District's new sub pay schedule. CareerTEC substitute teachers generally have a break between morning and afternoon classes, and CareerTEC class sizes are generally smaller than typical high school class sizes. Each Board member shared what the current sub pay is for their respective districts. Discussion was made that it is difficult to find subs without competitive pay rates.

E. Non-Certified Staff Benefits

The Board discussed proposed changes to benefits for CareerTEC's non-certified staff, including the bookkeeper and administrative assistant. The proposed benefits included: 1.) Vacation – 12-month non-cert employees: 0-5 years, 2 weeks; 6-10 years, 3 weeks; and 11+ years, 4 weeks; 2.) Personal Leave: 0-10 years, 2 days; 11+ years, 4 days; unused personal leave would roll to sick leave at year end; 3.) Sick leave: 0-10 years, 9/10-month employee, 15 days; 12-month employee, 20 days; After 10th year, 9/10-month employee: 20 days; 12-month employee, 25 days.

VI. Consent Agenda

1. **Motion to Approve Routine Items:** Motion was made by Carlson to approve August bills and the destruction of closed-session recordings prior to March 1, 2025; seconded by Rufener. Roll call vote was taken: Keffer, Rufener, Alvarado, Schiffman, Carlson, and Rude all in favor.
   Motion carried, 6-0.

VII. CLOSED SESSION: NONE

VIII. ACTION ITEMS

A. Approval to Increase Substitute Teacher Pay Scale

Motion was made by Schiffman and seconded by Carlson to approve the substitute teacher pay to $150 a day with the sub paying the TRS. **Motion carried, 6-0, after roll call vote with Keffer, Rufener, Alvarado, Schiffman, Carlson and Rude all in favor.**

B. Approval to Amend Non-Certified Staff Benefits

Motion was made by Keffer and seconded by Rude to approve the proposed non-certified staff benefit changes outlined in during Informational items: 1.) Vacation – 12-month non-cert employees: 0-5 years, 2 weeks; 6-10 years, 3 weeks; and 11+ years, 4 weeks; 2.) Personal Leave: 0-10 years, 2 days; 11+ years, 4 days; unused personal leave would roll to sick leave at year end; 3.) Sick leave: 0-10 years, 9/10-month employee, 15 days; 12-month employee, 20 days; After 10th year, 9/10-month employee: 20 days; 12-month employee, 25 days. **Motion carried, 6-0, after roll call vote with Keffer, Rufener, Alvarado, Schiffman, Carlson and Rude all in favor.**

C. Approval of FY27 Local Application

As a grant condition, the Illinois State Board of Education requires EFE Boards of Control to review the FY27 Local Application to ensure alignment with Perkins V Section 134 and review and approve the CTEI application for local districts. Motion was made by Keffer and seconded by Rude to approve the FY27 Local Application. All in favor by voice vote. **Motion carried, 6-0.**

IX. ADJOURNMENT

Motion was made by Carlson to adjourn at 2:03 p.m.; seconded by Keffer. All in favor by voice vote. **Motion carried 6-0.**

Jenny Keffer

Jenny Keffer, Board President

Dean Balbach

Dean Balbach, Recording Secretary