



# Kankakee Area Special Education Cooperative

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## MINUTES EXECUTIVE BOARD MEETING APRIL 20, 2017

President Goselin called the Executive Board Meeting of April 20, 2017 to order at 8:35 a.m. at the St. Anne School District Office. A Quorum was present.

### **1. ROLL CALL**

PRESENT: Tonia Evans, (Central), John Palan (Grant Park), Helen Boehrsen, (St. George), Gary Miller (Momence), Scott Goselin (Bradley Elementary), Charles Stegall (St. Anne Elementary), Charles Stegall (St. Anne High School), Also present: Debra Quain, Jill Cowsert, Recording Secretary.

ABSENT: Mr. Thomas, (Pembroke)

### **2. PUBLIC COMMENT** None

**3. CLOSED SESSION** Ms. Evans moved to go into closed session at 8:36 a.m. for the purpose to discuss personnel (5ILCS 120/2 (c) (1) Second: Dr. Palan ROLL CALL: ALL AYES: Palan, Goselin, Miller, Stegall (256), Stegall (302), Boehrsen, Evans.

Open Session Reconvened at 8:39 a.m.

### **4. CONSENT AGENDA**

- A. Minutes: Minutes of March 16, 2017 as mailed and presented.
- B. Minutes: Closed Session Minutes of April 20, 2017
- C. Payment of Bills: Bills presented for approval as mailed and presented at the meeting. Payroll and Liabilities \$82,549.29; April Accounts Payable \$45,966.17 and March Imprest \$1,995.68.
- D. Life Insurance Renewal: Rate increase renewal with Dearborn National at \$4.85 per month/employee.
- E. Bulk Paper Order: Approve to award the bulk paper bid to Paper 101 at a total cost of \$88,457.48.
- F. First Reading of Amended Policies and 5 Year Review Policies from July 2016

Ms. Boehrsen moved to approve the Consent Agenda. Second: Dr. Palan ROLL CALL: ALL AYES: Evans, Stegall (256), Stegall (302), Thomas, Palan, Goselin, Miller, and Boehrsen.

5. **DIRECTOR'S REPORT** Board members received the Director's report in their mailing.

**Ms. Quain's report included:**

A. **FY 17 PROGRAM NUMBERS**

Ms. Quain updated the Board on program numbers to date.

B. **KASEC PROPERTY UPDATE**

The Governing Board executed all necessary paperwork for the closing, which took place on April 14, 2017.

C. **KASEC CLEAN OUT**

KASEC will hold a Garage Sale for all remaining items on Saturday, May 6, 2017 from 8:00 a.m. - 3:00 p.m.

D. **NEEDS ASSESSMENT SURVEY**

The Annual Needs Assessment Survey was created and distributed to KASEC and district employees. The survey was active through April 14, 2017 and the results will be disseminated at the May Board meeting.

E. **ARTICLES OF JOINT AGREEMENT**

Several items need to be reviewed as the Governing Board is mentioned as having a variety of duties and responsibilities that have now been delegated to the Executive Board. Board members from both Boards have received emailed copies of the AJA with highlights that need to be reviewed and possibly revised. Mr. Stegall and Mr. Goselin are on the AJA Committee and Ms. Quain has asked the Board to give revision input. Ms. Quain also mentioned the need to review the Policy Manual and make necessary revisions with regard to the existence of an Executive Board now.

F. **PROPOSED 17-18 SCHOOL CALENDAR**

KASEC's calendar will mirror the calendar of St. Anne Schools. The only difference will be the PT Conferences where the Alternative Day Program will be in session.

G. **PROGRAM/OFFICE LEASE SPACE FOR FY 17-18**

KASEC would like to renew the leases for the Alternative Day Program and Communications Program. No changes to the language nor amount of rent have been requested.

6. **ACTION ITEMS**

Mr. Stegall moved **to Approve the resignation of Theresa Singleton, COTA effective March 3, 2017.** Second: Dr. Goselin ROLL CALL VOTE: AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Goselin, and Boehrnsen.

Dr. Goselin moved to **Approve the Executive Director's one-year extension of the existing contract now slated to end June 30, 2019. 2018-2019 salary to reflect a 2.5% increase.** Second Dr. Palan ROLL CALL VOTE: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Boehrnsen, and Goselin.

Mr. Stegall moved to **Approve the 2017-2018 school calendar as presented** Second: Ms. Boehrnsen VOICE VOTE: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Boehrnsen and Goselin

Ms. Boehrnsen moved to **Approve the 2017-2018 program /office leases as presented.** Second: Dr. Goselin ROLL CALL VOTE: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Boehrnsen and Goselin

7. **OTHER**

Ms. Quain reminded the Board that they would be reorganizing in May.

8. ADJOURNMENT

There being no further business, Mr. Miller moved to adjourn the Executive Board Meeting at 8:54 a.m. Second: Ms. Evans VOICE VOTE: ALL AYES. Meeting adjourned.

  
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Scott Goselin, President

  
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Tonya Evans, Secretary

DQ/jc  
4/24/17