



# Kankakee Area Special Education Cooperative

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## MINUTES EXECUTIVE BOARD MEETING FEBRUARY 16, 2017

The Regular Executive Board Meeting of February 16, 2017 was called to order by President Goselin at 10:03 a.m. at the Kankakee Area Career Center. 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), Mr Thomas, (Pembroke) Also present: Debra Quain, Jill Cowsert, Recording Secretary.

ARRIVING AFTER ROLL CALL: None

ABSENT: None

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

**3. CLOSED SESSION** Dr. Palan moved to go into closed session at 10:04 a.m. for the purpose to discuss personnel (5ILCS 120/2 (c)(1) Second: Mr. Miller ROLL CALL: ALL AYES: Palan, Goeslin, Miller, Thomas, Stegall (256), Stegall (302), Boehrsen, Evans.

Open Session Reconvened at 11:28 a.m.

### **4. CONSENT AGENDA**

A. Minutes: Minutes of January 19, 2017 as mailed and presented.

B. Payment of Bills: Bills presented for approval as mailed and presented at the meeting. Payroll and Liabilities \$76,292.04; February Accounts Payable \$351,471.85 and January Imprest \$12,886.92.

Mr. Thomas moved to approve the Consent Agenda. Second: Mr. Miller 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

B. KASEC Property Update

All title paperwork has been completed. An Escrow has been supplied. A property survey will be completed by the end of the month. No closing date has been secured at this time.

C. KASEC Clean Out

Infinitec came on February 2<sup>nd</sup> and took the durable medical equipment from the garage. Devine Owens Electronics Recycling came on February 7 and took all of the excess electronic equipment. The Director met with River Valley Recycling on February 8 and looked over the possible metal items to be recycled once all items have been claimed by the districts. Mobile Document Destruction will be coming on February 20 to destroy all the records that were approved by the Local Records Commission.

D. KASEC Director Evaluation

The Director evaluation has been completed and results were given to the Evaluation Committee for review. The new set of proposed Director's goals were included in the packet for review.

E. FY 18 Composite Projection Sheet

The FY 18 Projection sheet was included in the packet for review. Ms. Quain reported that Lincoln Way Special Education Cooperative would like to contract with KASEC for audiological services for the FY 18 school year. This partnership has potential to broaden other programs and shared services such as DHH Itinerant, Assistive Tech Evaluations, etc.

F. Finance Committee

The Finance Committee met on February 14 to discuss profits from the sale of the KASEC building. Ms. Quain recommended using the monies to offset administrative costs to the districts. Ms. Quain mentioned the need to review the building leases that KASEC has with St. George and St. Anne Schools. Ms. Boehrsen does not feel the lease between KASEC's Communication Program and St. George needs to be changed at this time. Ms. Quain will contact Mr. Stegall to discuss the leases between KASEC's Alternative Day Program and St. Anne Grade School and St. Anne High School as the leases expire June 30, 2017.

G. FY 18 Paper Bid

Ms. Quain reminded the districts that bulk paper orders are due to KASEC by February 17.

H. Momence Withdrawal Update

Ms. Quain attended the ISAC hearing for Momence's withdrawal from the Cooperative on February 8, 2017 where Momence's Superintendent and District Director presented. Ms. Quain reported the ISAC did approve Momence's comprehensive plan. The Kankakee County Trustees' hearing is set for March 6, 2017.

**6. ACTION ITEMS**

Mr. Stegall moved to **Approve the full time employment of Sherrie Ashley, Communications Program Paraprofessional, at a salary of \$9,024. Employment to begin February 21, 2017.** Second: Mr. Thomas ROLL CALL VOTE: AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Thomas and Goselin NAYES: Boehrsen

Ms. Evans moved to **Approve the contracting of Michelle LaCost, DHH Itinerant Teacher, for the after school DHH Itinerant Services at Central effective November 1, 2016 thru February 23, 2017 pending KASEC's insurance policy coverage for this individual.** Second: Dr. Palan ROLL CALL VOTE: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Boehrsen, Thomas and Goselin.

Ms. Evans moved to **Approve the FMLA leave for Laura Genson, Alternative Day Program Parapro, tentatively set to begin April 24, 2017 through the end of the FY 17 school year.** Second: Mr. Miller ROLL CALL VOTE: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Miller, Boehrsen Thomas and Goselin

**7. OTHER**

The March Governing Board meeting is scheduled for the 16<sup>th</sup> at 6 p.m. at the St. Anne District Office. This is in conflict with the Kankakee Area Career Center Governing Board meeting. Ms. Quain has proposed setting a new date for the meeting and will contact the Governing Board via email to get their feedback and will take the necessary steps should the Board decide to change the date.

Mr. Stegall proposed a Special Executive Board meeting to discuss the Director's evaluation before the Governing Board meeting on March 16. The Executive Board agreed to meet March 16, 2017 at 8:30 a.m. at the St. Anne District Office to discuss the evaluation.

**8. ADJOURNMENT**

There being no further business, Ms. Evans moved to adjourn the Executive Board Meeting at 11:50 a.m. Second: Dr. Palan VOICE VOTE: ALL AYES. Meeting adjourned.

  
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Scott Goselin, President

  
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Tonya Evans, Secretary

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