



Kankakee Area Special Education Cooperative

P.O. Box 71 St. Anne, IL 60964 * 815-939-3651 Telephone * 815-939-7236 FAX

MINUTES EXECUTIVE BOARD MEETING OCTOBER 20, 2016

The Regular Executive Board Meeting of October 20, 2016 was called to order by President Goselin at 8:36 a.m. A Quorum was present.

1. ROLL CALL

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

ABSENT: John Thomas (Pembroke), Gary Miller (Momence)

2. PUBLIC COMMENT None

3. CLOSED SESSION Mr. Goselin moved to go into closed session at 8:37 a.m. for the purpose to discuss personnel (5ILCS 120/2(c)(1) Second: Ms. Evans ROLL CALL: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Goselin, and Boehrsen.

Open Session Reconvened at 8:42 a.m.

4. CONSENT AGENDA

- A. Minutes Minutes of September 15, 2016 as mailed and presented.
- B. Payment of Bills Bills presented for approval as mailed and presented at the meeting. Payroll \$78,424.86, October Accounts Payable \$34,345.09
- C. Approval of Closed Session Minutes of October 20, 2016.

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

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

Ms. Quain's report included:

A. FY 17 PROJECTED PROGRAM NUMBERS

B. FY16 ANNUAL AUDITS

Ms. Quain reminded the participating districts that KASEC is still waiting for copies of their FY16 annual audits. These audits must include the single audit A-133 section that reflects the evaluation of the federally awarded grant monies.

C. HERSCHER DEMAND OF CARRY OVER MONIES

Ms. Quain reported Herscher has accepted the offer of \$21,872 carryover dollars. Dr. Decman has asked KASEC to inform ISBE of this acceptance. KASEC's attorney

advised the director to have Dr. Decman's signature on the letter accepting the amount, as well as stating Herscher has no other outstanding claims against KASEC, nor any remaining member district. A letter has been drafted and sent to Dr. Decman for review.

D. KASEC VACANCIES KASEC continues posting for the following vacancies at this time:

Vocational Coordinator (0.8 FTE), DHH Itinerant Teacher (0.6 FTE). Manteno has approved KASEC's use of their Vocational Coordinator to supervise a job coach. KASEC is communicating with a retired BBCHS job coach for potentially filling this role. KASEC is also communicating with a DHH certified teacher in Bradley to provide afterschool services. Ms. Quain has also enlisted an agency in the job search.

E. KASEC PROPERTY UPDATE

The Governing Board approved to list KASEC's property with a realtor, marketing it for a minimum price of \$500,000. Dr. Murphy has informed KASEC that he feels the ROE may be able to establish a partnership with Kankakee County to purchase the property at this minimum price.

F. RECORDS DESTRUCTION ASSISTANCE

The District Directors will be at KASEC October 21st to assist in preparing the documents in the pool room for record's destruction. Once this is done, Ms. Quain will begin the record's disposal process.

G. 5th BILLING AND ADJUSTMENT and FY 17 1st QUARTER BILLING

Billing was mailed October 20, 2016

H. MEDICAL INSURANCE RENEWAL

Ms. Quain reported KASEC will be facing a 31% increase in medical insurance if it renews the current medical plan December 1st. According to the structure of the current contract the board pays a monthly contribution of \$361.42 in FY 17 and 372.25 monthly in FY 18. Renewal with the current medical plan would increase monthly employee premiums to \$457.52. Ms. Quain will be meeting with the KASEC insurance committee October 26, 2016 to discuss the medical insurance renewal and the different plan options.

I. IDEA EXCESS COST

The annual process for documenting and verifying IDEA excess costs' deadline is January 16, 2017. Ms. Quain emailed the District Superintendents and District Directors with the worksheet and instructions to meet this deadline.

J. FIRE ALARM INSPECTION REPORT

KASEC had their annual fire alarm inspection completed by MATCO Fire Protection on September 16, 2016. Some items were identified as failed or needing service. MATCO quoted a price of \$10,000 to resolve all the issues. Dr. Murphy will be talking with the Fire Marshall to inquire if the repairs needed.

K. ADDITIONAL PARAPROFESSIONAL POSITION

The Governing Board approved the additional paraprofessional position for the Communication Program to relieve scheduling conflicts. The Executive Board has asked Ms. Quain to exhaust all scheduling possibilities before hiring an additional paraprofessional. To date Ms. Quain has received very few applicants for this position.

6. ACTION ITEMS

Ms. Evans moved to approve the IMRF and FICA costs related to the previously approved purchased service stipends of L. Stalnecker, J. Cowser and E. Bertram, as well as approve Ted Bartnik as an hourly tech assistant. Second: Mr. Stegall ROLL CALL VOTE: ALL AYES: Palan, Evans, Stegall (256), Stegall (302), Boehrsen and Goselin

7. OTHER

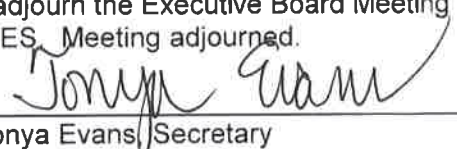
Ms. Quain reported once the first quarter billing is complete, she will be moving her office to the St. Anne High School, as long as both schools approve. She feels this location will be the least intrusive to the Alternative Day Program. Grant Park and St. Anne have volunteered to help with the move. She is projecting an end of October move.

8. ADJOURNMENT

There being no further business, Ms. Evans moved to adjourn the Executive Board Meeting at 9:35 a.m. Second: Dr. Palan VOICE VOTE: ALL AYES Meeting adjourned.



Scott Goselin, President



Tonya Evans, Secretary

DQ/jc

10/25/16