



# Kankakee Area Special Education Cooperative

P.O. Box 71 St. Anne, IL 60964 \* 815-422-4151 Telephone \* 815-422-5023 Fax

## MINUTES EXECUTIVE BOARD MEETING OCTOBER 10, 2024

President Smith called the Executive Board Meeting of October 10, 2024 to order at 9:30 a.m. at the Kankakee Area Career Center. A Quorum was present.

### 1. ROLL CALL

PRESENT: Nicole Terrell-Smith (Pembroke), Matt Maxwell, (Central), Jay Smith (St. George), John Palan (Grant Park), Mark Hammond (Bradley Elementary) Also present: Lindsey Coffey, Director, Jill Cowsert, Recording Secretary

ABSENT: Charles Stegall (St. Anne)

2. PUBLIC COMMENT - None

3. CLOSED SESSION - None

### 4. CONSENT AGENDA

- A. Approval of Minutes from September 12, 2024 as mailed and presented.
- B. Payment of Bills: Payroll and Liabilities; October Accounts Payable and September Imprest.
- C. Adoption of Press Plus Policies 115
- E. Approve First Reading of Press Plus Issue 116

Dr. Terrell-Smith moved to approve the Consent Agenda as presented: Second: Dr. Palan  
ROLL CALL: ALL AYES: Terrell-Smith, Hammond, Maxwell, Smith, and Palan.

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

#### **Ms. Coffey's report included:**

- A. PROGRAM UPDATES  
The Director gave updated enrollment for each program and staffing needs.
- B. 2024-2025 VACANCIES  
KASEC is still in need of a 1.0 FTE Communications Teacher, but is filling with a long-term substitute teacher who is doing an excellent job.
- C. FINANCE/BILLING UPDATES  
The Finance Committee met to discuss billing procedures and billing rates for students who attend half the day. The Board decided to move to a monthly billing structure to increase a steady revenue flow. The Board has also decided to implement a late fee

structure for invoices past 30 days.

D. COMMITTEE ASSIGNMENTS

finance Committee: Maxwell/Hammond; Evaluation: Palan/Smith; Negotiations: Maxwell/Terrell-Smith/ Smith; Policy: Hammond/Stegall

E. ADP UPDATED CALENDAR

An update to the ADP calendar was made to align with St. Anne. November 25, 2024 will now be a parent-teacher conference day.

F. OTHER

The KASEC Alternative Day Program and Transitions Program attended the Boilermaker Games and had a great day.

The PERA Committee will meet to discuss an E-Learning Plan and 2025-2026 calendar.

ESY for FY25 is tentatively set for June 2, 2025-June 26, 2025

Staff Highlight: Kori Giacometti, Program Administrator

6. ACTION ITEMS -

Dr. Terrell-Smith moved to **Approve the full-time employment of Joanna Tenney, Paraprofessional in the Alternative Day Program starting September 23, 2024 for the FY24 school year.** Second: Mr. Hammond ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

Dr. Terrell-Smith moved to **Approve the part-time employment of Molly Riemersma, School Social Worker for the Communications Program and Pembroke for the FY25 school year starting January 7, 2025.** Second: Dr. Maxwell ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

Dr. Palan moved to **Approve the part-time employment of Annie Chavez, Paraprofessional for the Alternative Day Program for the FY25 school year starting October 21, 2024.** Second: Dr. Smith ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

Dr. Terrell-Smith moved to **Approve the full-time employment of Jessica Zarate, Paraprofessional for the Communications Program for the FY25 school year starting October 21, 2024** Second: Mr. Hammond ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

Dr. Terrell-Smith moved to **Approve the full-time employment of Joanna Tenney, Paraprofessional in the Alternative Day Program starting September 23, 2024 for the FY24 school year.** Second: Mr. Hammond ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

Mr. Hammond moved to **Approve KASEC's 2023-2024 Financial Audit as presented.** Second: Dr. Palan ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

Dr. Smith moved to **Approve the late payment fee structure of 5% for invoices owed to KASEC past 60 days.** Second: Dr. Maxwell ROLL CALL: AYES: Maxwell, Smith, Hammond, and Palan. NAYES: Terrell-Smith

Dr. Maxwell moved to **Approve Committee Member assignments for the 2024-2025 school year as presented..** Second: Dr. Palan ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Hammond, and Palan.

7. **OTHER** -

Dr. Smith encouraged the Board to visit KASEC's programs and expressed his gratitude to Ms. Coffey and her leadership to KASEC.

8. **ADJOURNMENT**

There being no further business, Dr. Palan moved to adjourn the Executive Board Meeting at 10:03 a.m. Second: Dr. Terrell-Smith VOICE VOTE: ALL AYES. Meeting adjourned.



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KASEC Executive Board President

11/14/24

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Date



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KASEC Executive Board Secretary

11/14/24

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Date

LC/jc  
11/12/2024