



# Kankakee Area Special Education Cooperative

P.O. Box 71 St. Anne, IL 60964 \* 815-422-4151 Telephone \* 815-427-8409 FAX

## MINUTES EXECUTIVE BOARD MEETING SEPTEMBER 21, 2017

President Goselin called the Executive Board Meeting of September 21, 2017 to order at 8:30 a.m. at the St. Anne School District Central Office. A Quorum was present.

### 1. ROLL CALL

PRESENT: Scott Goselin, (Bradley), Helen Boehrsen, ( Charles Stegall (St. Anne Elementary), Charles Stegall (St. Anne High School), Mr. Thomas, (Pembroke), Ms. Evans, (Central), Dr. Palan (Grant Park) Also present Debra Quain, Jill Cowsert, Recording Secretary, Lisa Stalnecker, Bookkeeper, Carmen Huizenga, and Jackie Miles, SKDO Accounting Firm.

ABSENT: None

### 2. PUBLIC COMMENT None

3. CLOSED SESSION Dr. Palan moved to go into closed session at 8:47 a.m. for the purpose to discuss personnel (5ILCS 120/2 (c) (1) Second: Dr. Goselin ROLL CALL: ALL AYES: Stegall (256), Stegall (302), Palan, Thomas, Evans, Boehrsen, and Goselin.

Open Session Reconvened at 8:51 a.m.

### 4. CONSENT AGENDA

- A. Minutes: Minutes of August 16, 2017 as mailed and presented.
- B. Payment of Bills: Payroll and Liabilities \$75,443.91; September Accounts Payable \$23,053.49 and August Impress \$401,595.14.
- C. Closed Session Minutes: Closed Session Minutes for September 21, 2017
- D. Adoption of Amended and 5 year Review Policies.

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

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

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

#### A. FY 17 AUDIT PRESENTATION

Carmen Huizenga from Smith, Koelling, Dykstra & Ohm, P.C. presented the FY 17 audit. She gave a summary of revenue and expenditures. She noted KASEC was found in compliance with the cost principles and budgets requirements for Federal Grants for the FY17 school year. The Mومence withdrawal on July 1, 2017 was noted in the FY 17

audit. With the downsizing of KASEC's assets, a Capital Asset threshold should be set.

**B. CAPITAL ASSET THRESHOLD**

Ms. Quain stressed the importance of keeping a capital asset inventory. KASEC is recommending a \$1,000 capital asset threshold. Ms. Quain disseminated a list of current capital assets that meet this threshold to the board.

**C. 2017-2018 PROGRAM NUMBERS**

Ms. Quain updated the board with current enrollment numbers for each program.

**D. MOMENCE IDEA CARRYOVER**

KASEC reported Mومence's carryover dollars (\$12,470) to ISBE on September 11, 2017. Mومence has accepted the calculations. On September 12, 2017, KASEC sent an agreement letter to Mومence finalizing details of the carryover reimbursement. Mومence has since asked for KASEC's proceeds minus the liabilities for the sale of the transportation and KASEC building/property sales.

**E. IDEA EXCESS COST**

Ms. Quain reminded the board the annual IDEA Excess Cost worksheets for FY 17 are available on ISBE's website and the due date to KASEC is January 19, 2018.

**F. PRESS POLICY**

Currently, KASEC is utilizing Press Policy services through IASB to update the policy manual. Ms. Quain presented a proposal to upgrade KASEC from Press Policy services to Press Plus Policy services, which includes entire customization of KASEC's policies. With the changes to the organizational structure, KASEC would like to ensure the policy manual is appropriately updated. This upgrade would be an \$800 increase to the annual cost of policy services after the one-time customization cost of \$7500. Ms. Quain is asking that IDEA carryover dollars be used to fund this expense. Flow thru dollars are currently being used to fund Press. The board agreed the money should be taken from carryover dollars.

**6. ACTION ITEMS**

**Mr. Thomas moved to Approve the FMLA (maternity leave) for Emily Smith, Alt. Day Program teacher effective February 5, 2017 through April 17, 2017 Second: Dr. Goselin ROLL CALL VOTE: AYES Stegall (256), Stegall (302), Thomas, Evans, and Palan, Boehrnsen and Goselin.**

**Mr. Stegall moved to Approve the contractual employment through SAGS of Linda Wroblewski, Job coach Paraprofessional, effective August 14, 2017 at an anticipated purchased service total of \$6,583.80 Second Goselin ROLL CALL VOTE: ALL AYES: Thomas, Stegall (256), Stegall (302), Palan and Evans, Goselin, and Boehrnsen..**

**Ms. Boehrnsen moved to Approve Laura Genson, current Alternative Day Program Paraprofessional, as substitute teacher for Emily Smith's maternity leave. Column 1, Step 1 of the certified salary schedule (\$35,070=194.86/day). Second: Dr. Palan ROLL CALL VOTE: ALL AYES: Goselin, Boehrnsen, Stegall (256), Stegall (302), Thomas, Palan, and Evans**

**Mr. Stegall moved to Approve the contract with Lincoln Way Cooperative for DHH services for the FY 18 school year for a total of \$20,358 for up to 180 minutes of service per week plus IRS mileage rate reimbursement Second Mr. Thomas ROLL CALL VOTE: ALL AYES: Thomas, Stegall (256), Stegall (302), Palan, Goselin, Boehrnsen and Evans.**

**Ms. Evans moved to Approve the FY 17 Audit presentation by Smith, Koelling, Dykstra, and Ohm, PC. Second Dr. Goselin ROLL CALL VOTE: ALL AYES: Goselin, Boehrnsen,**

Thomas, Stegall (256), Stegall (302), Palan, Goselin, Boehrsen and Evans.

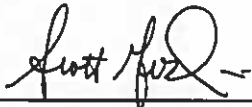
Ms. Boehrsen moved to **Approve the Capital Asset Threshold of \$1,000 for individual items purchased.** Second Dr. Palan ROLL CALL VOTE: ALL AYES: Goselin, Boehrsen, Thomas, Stegall (256), Stegall (302), Palan, Goselin, Boehrsen and Evans.

Dr. Palan moved to **Approve the purchase of Press Plus Services through IASB.** Second Dr. Goselin ROLL CALL VOTE: ALL AYES: Goselin, Boehrsen, Thomas, Stegall (256), Stegall (302), Palan, Goselin, Boehrsen and Evans.

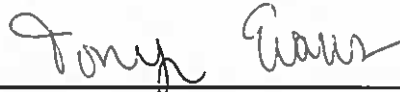
7. OTHER - None

8. ADJOURNMENT

There being no further business, Dr. Palan moved to adjourn the Executive Board Meeting at 9:23 a.m. Second: Ms. Evans VOICE VOTE: ALL AYES. Meeting adjourned.



\_\_\_\_\_  
Scott Goselin, President



\_\_\_\_\_  
Tonya Evans, Secretary

DQ/jc  
9/29/2017