



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 MAY 16, 2024

President Goselin called the Executive Board Meeting of May 16, 2024 to order at 8:30 a.m. at the St. Anne School District Office. A Quorum was present.

1. ROLL CALL

PRESENT: Jay Smith (St. George), Nicole Terrell-Smith, (Pembroke), Matt Maxwell, (Central), 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: None

2. PUBLIC COMMENT None

3. EXECUTIVE BOARD REORGANIZATION

Dr. Palan moved to appoint Debra Quain as President Pro-Tem Second: Dr. Smith
VOICE VOTE: ALL AYES

● **Election of Officers**

Acting as President Pro Tem for the election of officers, Debra Quain started the election process.

Debra Quain opened the floor for nominations or volunteers for the office of President
Mr. Stegall nominated Dr. Smith to be President. Second: Dr. Maxwell
Dr. Smith accepted the nomination. Ms. Quain closed the nominations; Dr. Jay Smith elected President.

Debra Quain opened the floor for nominations or volunteers for the office of Vice President
Dr. Maxwell nominated John Palan to be Vice President. Second: Dr. Smith
Dr. Palan accepted the nomination. Ms. Quain closed the nominations; Dr. John Palan elected Vice President.

Debra Quain opened the floor for nominations or volunteers for the office of Secretary
Dr. Goselin nominated Dr. Maxwell to be Secretary. Second: Dr. Smith
Dr. Maxwell accepted the nomination. Ms. Quain closed the nominations; Dr. Matt Maxwell elected Secretary.

- **Appointments**

Appointment of Treasurer: Lisa Stalnecker

Appointment of Board Auditor: Smith, Koelling, Dykstra and Ohm, PC.

Appointment of Board's Attorney: Engler, Callaway, Baasten and Sraga, L.L.C. and Kriha Boucek, LLC as KASEC's Board attorneys.

Appointment of Newspaper for Publication: Kankakee's Daily Journal as the newspaper in which to publish all Board information and/or legal notices.

Appointment of Approved Depositories: Midland States Bank of Grant Park, Bank of Bourbonnais, Municipal Trust and Savings, National Bank of St. Anne, and First Trust Bank in Kankakee.

Governing Board Meeting Calendar for the Year: Fourth Wednesday of the month, at 6:00 p.m. at the St. Anne District Office, as the regular scheduled meeting date. Meetings held August 23, 2024 for the purpose of approving the FY25 budget and May 28, 2025 to reorganize the Board.

Executive Board Meeting Calendar for the Year: Second Thursday of every month, at 9:30 a.m., at the Kankakee Area Career Center. This meeting will be immediately following the Kankakee Area Career Center Board meeting. Exceptions to this will be for the months of August, November, March and May, in which these meetings will take place at 8:30 a.m. on the second Thursday at the St. Anne District Office. Note: August date changed to August 22, 2024 at the St. Anne District Office @ 8:30 a.m.

Committee Members: To be determined after July 1, 2024 once the new Director takes over.

Dr. Terrell-Smith moved to approve all officers and reorganizational appointments as presented
Second: Dr. Palan VOICE VOTE: ALL AYES

3. CLOSED SESSION - Dr. Smith moved to go into closed session at 8:38 a.m. for the purpose to discuss personnel (5ILCS 120/2 (c) (1), Negotiations 5ILCS 120/2 (c) (2) Second: Dr. Terrell-Smith ROLL CALL: AYES: Palan, Stegall (256), Stegall (302), Maxwell, and Goselin, Dr. Smith and Dr. Terrell-Smith NAYES: NONE

Return to Open Session: 9:34 a.m..

4. CONSENT AGENDA

- A. Approval of Minutes of April 11, 2024 as mailed and presented.
- B. Payment of Bills: Payroll and Liabilities; May Accounts Payable and April Imprest.
- C. Approval of Closed Session Minutes of May 16, 2024
- D. Approval of Amended Policies and 5 Year Review, Issue 114
- E. Approval of KASEC 2024-2025 Program Leases
- F. Approval of Final 2023-2024 KASEC Calendar.

Dr. Goselin moved to approve the Consent Agenda as presented. Second: Mr. Stegall ROLL CALL: ALL AYES: Maxwell, Stegall (256), Stegall (302), Terrell-Smith, Smith, Goselin, and Palan.

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

Ms. Quain's report included:

- A. ALTERNATIVE DAY PROGRAM NUMBERS

- B. COMMUNICATIONS PROGRAM NUMBERS
- C. TRANSITIONS PROGRAM NUMBER
- D. COMMUNICATIONS PROGRAM ESY
- E. 2024-2025 ADMINISTRATIVE COST DISCUSSION

Recommendation from the Finance Committee was that the determination of billing administrative costs for the 2024-2025 school year needed to be discussed with the entire Executive Board. A cost spreadsheet showing options for billing was included in the packet for review. Discussion ensued regarding the cost sharing among member and non-member districts. Dr. Palan expressed the need to notify the non-member districts of the need to absorb these costs as soon as possible so that the costs can be budgeted for appropriately. Following discussion, it was determined the decision on how to bill administrative costs would be decided at the June 2024 meeting.

- F. AUDIOLOGICAL OFFICE UPDATE

KASEC gave each Superintendent an invoice for the removal of the old audiological booth and installation of the new one. Moving forward, KASEC's first choice to house the Audiological and Vision programs would be on the first floor of the First Trust Bank building in Kankakee. The realtor is waiting to hear from the owner on a logistical solution for a separate entrance. KASEC's second choice would be Suite 344 of the Clock Tower building in Kankakee. Once the lease is secured, KASEC will need assistance moving the programs at the end of June.

- G. ARTICLES OF JOINT AGREEMENT

The Articles of Joint Agreement will need to be amended due to the upcoming consolidation of the St. Anne Districts #256 and #302. KASEC's attorney felt the Executive Board can facilitate the amendment with the approval of the Governing Board. KASEC will approve a resolution at its June meeting and then each Member District Board will need to approve a resolution. The amendment to the Agreement will become effective once 2/3's of the member districts approve their resolution.

6. ACTION ITEMS

Dr. Palan moved to **Accept the resignation of Vickie Burnette, Paraprofessional in the Alternative Day Program effective at the end of the 2023-2024 school year.** Second: Dr. Terrell-Smith ROLL CALL: ALL AYES: Maxwell, Smith, Terrell-Smith, Stegall (256), Stegall (302), Goselin, and Palan.

7. OTHER - None

8. ADJOURNMENT

There being no further business, Mr. Stegall moved to adjourn the Executive Board Meeting at 10:13 a.m. Second: Dr. Terrell-Smith VOICE VOTE: ALL AYES. Meeting adjourned.


KASEC Executive Board President

6-10-2024
Date


KASEC Executive Board Secretary

6-10-24
Date