



# **Kankakee Area Special Education Cooperative**

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## **MINUTES EXECUTIVE BOARD MEETING FEBRUARY 2025**

President Smith called the Executive Board Meeting of February 20, 2025 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), Jay Smith (St. George), Charles Stegall (St. Anne), John Palan (Grant Park), Chris Hammond (Bradley Elementary) Also present: Lindsey Coffey, Director, Jill Cowsert, Recording Secretary

**ABSENT:** Matt Maxwell, (Central)

Dr. Palan moved to appoint a secretary pro-tem. Second: Mr. Hammond. All in Favor AYES: 5

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

**3. CLOSED SESSION** - Dr. Terrell-Smith moved to go into closed session at 9:34 a.m. for the purpose of discussing personnel 5ILCS 120/2 (c) (1) Second: Dr. Smith ROLL CALL: AYES: Maxwell, Stegall, Smith, Hammond and Palan. NAYES: NONE

Returned to Open Session: 9:49 a.m.

### **4. CONSENT AGENDA**

- A. Approval of Minutes from January 16, 2025 as mailed and presented.
- B. Approve Closed Session Minutes of January 16, 2025.
- C. Payment of Bills: Payroll and Liabilities; February Accounts Payable and January Imprest.
- D. Adoption of Press Plus Policies 117
- E. July 2024-December 2024 Closed Session Minutes
- F. Approval of the Letting of Bulk Paper Bid
- G. Swallowing and Feeding Contract
- H. Social Thinking Contract.

Dr. Terrell-Smith moved to approve the Consent Agenda as presented: Second: Mr. Hammond ROLL CALL: ALL AYES: Hammond, Terrell-Smith, Stegall, 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**

C. **2025-2026 STAFF PLANS/UPDATE**

KASEC will be adding an additional special needs classroom at the Communications Program in St. George. Interviews are in the process. KASEC will need a SLP to fill the need created by the new classroom as well as for Central and Pembroke Districts. Ms. Coffey presented a breakdown of cost for the Physical Therapist and Physical Therapy Assistant for the 2025-2026 school year. After lengthy discussion, the Finance Committee and Ms. Coffey will meet to review the presented Physical Therapy options and give a recommendation at the March meeting. The Board is asking KASEC to draft MOUs for services provided to the non-member districts to ensure their commitment to KASEC services.

D. **PROFESSIONAL DEVELOPMENT**

The Director updated the Board of upcoming professional development opportunities offered to member and non-member districts.

E. **OTHER**

The bulk paper bids are due back to KASEC on March 14. This year I-KAN ROE and Manteno has submitted orders.

The Director will send out potential Finance Committee dates to the committee.

ESY 2025 dates are set for June 9-26

Staff Highlights - Anne Stephens, Vision Teacher & Orientation and Mobility.

6. **ACTION ITEMS**

Dr. Terrell-Smith moved to **Approve the independent contract with Mary Jean Janssen, Physical Therapist for the remainder of the 2024-2025 school year.** Second: Mr. Hammond ROLL CALL: ALL AYES: Smith, Terrell-Smith, Stegall, Hammond, and Palan.

Mr. Stegall moved to **Approve Israel Vallejo, Physical Therapy Assistant for the remainder of the 2024-2025 school year.** Second: Dr. Palan ROLL CALL: ALL AYES: Smith, Terrell-Smith, Stegall, Hammond, and Palan.

Dr. Palan moved to **Approve Connie Gullquist as part-time Hearing and Vision Technician for the 2024-2025 school year.** Second: Dr. Terrell-Smith ROLL CALL: AYES: Smith, Hammond, Terrell-Smith, Stegall and Palan.

8. **ADJOURNMENT**

There being no further business, Dr. Palan moved to adjourn the Executive Board Meeting at 10:38 a.m. Second: Mr. Hammond VOICE VOTE: ALL AYES. Meeting adjourned.

  
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KASEC Executive Board President

3-13-25  
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Date

  
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KASEC Executive Board Secretary

3/13/25  
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Date