



Kankakee Area Special Education Cooperative

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MINUTES EXECUTIVE BOARD MEETING APRIL 2025

President Smith called the Executive Board Meeting of April 10, 2025, to order at 9:30 a.m. at the Kankakee Area Career Center. A Quorum was present.

1. ROLL CALL

PRESENT: John Palan (Grant Park), Matt Maxwell (Central), Jay Smith (St. George), Charles Stegall (St. Anne), Chris Hammond (Bradley Elementary) Also present: Lindsey Coffey, Director, Jill Cowsert, Recording Secretary

ABSENT: Nicole Terrell-Smith (Pembroke)

2. PUBLIC COMMENT - None

3. CLOSED SESSION - Dr. Palan moved to go into closed session at 9:02 a.m. for the purpose of discussing personnel 5ILCS 120/2 (c) (1) Second: Mr. Hammond ROLL CALL: AYES: Maxwell, Stegall, Smith, Hammond, and Palan. NAYES: NONE

Returned to Open Session: 9:48 a.m.

4. CONSENT AGENDA

- A. Approve Minutes from March 13, 2025, as mailed and presented.
- B. Approve Closed Session Minutes of March 13, 2025.
- C. Approve Finance Committee Minutes from March 21, 2025
- D. Payment of Bills: Payroll and Liabilities; Accounts Payable and Imprest.
- E. Approve Additional 403b Vendors
- F. Award Bulk Paper Bid
- G. Infinitec Membership Renewal

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

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. 2025-2026 STAFF PLANS/UPDATE

The Speech Language Pathologist and School Psychologist positions are still open. The PTA and PT positions are on the agenda for approval at this Board meeting.

C. PROFESSIONAL DEVELOPMENT

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

D. 2025-2026 SERVICE ASSESSMENT FEE STRUCTURE

The Finance Committee met on March 21, and a fee structure for service assessments was presented to the Board. Discussion ensued regarding further fees for non-district members. It was recommended that the Finance Committee meet again and report back at the May Board meeting.

E. WEBSITE UPDATE

KASEC's website needs to be updated. SugarWebs quoted \$2500 to complete the update, which the board approved.

F. STAFF HIGHLIGHTS

Ann Stephens, the KASEC O & M and Vision Teacher, was the staff highlight for April.

G. OTHER

The Director partnered with Project Sun to share community-based resources with area pediatricians.

There is a Medicaid Awareness webinar that Districts have the opportunity to attend, so they can capture all Medicaid dollars.

6. ACTION ITEMS

Dr. Palan moved to **Approve the part-time employment of Israel Vallejo, Physical Therapy Assistant for three days per week at \$34.50/hour for the 2025-2026 school year.** Second: Dr. Terrell-Smith ROLL CALL: ALL AYES: Smith, Palan, Stegall, Hammond, and Maxwell.

Mr. Hammond moved to **Approve the full-time employment of Amy Schroeder, Physical Therapist, for four days per week at \$78/hour for the 2025-2026 school year.** Second: Dr. Maxwell ROLL CALL: ALL AYES: Smith, Palan, Stegall, Hammond, and Maxwell.

Dr. Palan to **Approve a 3% salary increase for Lindsey Coffey, Director, and an additional 3 sick days for the 2025-2026 school year.** Second: Mr. Hammond ROLL CALL: ALL AYES: Smith, Palan, Stegall, Hammond, and Maxwell.

Mr. Stegall moved to **Approve a 3% salary increase for Kori Giacometti, Program Coordinator, 3 additional sick days and 5 additional days on her contract (210 days) for the 2025-2026 school year.** Second: Dr. Smith ROLL CALL: ALL AYES: Smith, Palan, Stegall, Hammond, and Maxwell.

Dr. Maxwell moved to **Approve a 4.5% increase for non-union employees, Teresa Smith, COTA, and Karin Zylka, Audiologist, for the 2025-2026 school year.** Second: Dr. Terrell-Smith ROLL CALL: ALL AYES: Smith, Palan, Stegall, Hammond, and Maxwell.

Dr. Smith moved to **Approve a 4.5% increase for contracted bookkeeping/human resource services for Lisa Stalnecker and Jill Cowser for the 2025-2026 school year.** Second: Dr. Palan ROLL CALL: ALL AYES: Smith, Palan, Stegall, Hammond, and Maxwell.

8. ADJOURNMENT

There being no further business, Mr. Stegall moved to adjourn the Executive Board Meeting at 9:21 a.m. Second: Dr. Palan VOICE VOTE: ALL AYES. Meeting adjourned.

KASEC Executive Board President

KASEC Executive Board Secretary

Date

Date