



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 15, 2025

Vice-President Palan called the Executive Board Meeting of May 15, 2025, to order at 8:30 a.m. at the St. Anne District Office. A Quorum was present.

1. ROLL CALL

PRESENT: Nicole Terrell-Smith (Pembroke), John Palan (Grant Park), Charles Stegall (St. Anne), Chris Hammond (Bradley Elementary) Also present: Lindsey Coffey, Director, Jill Cowsert, Recording Secretary

ABSENT: Matt Maxwell (Central), Jay Smith (St. George)

2. PUBLIC COMMENT - None

3. EXECUTIVE BOARD REORGANIZATION

Dr. Palan moved to appoint Lindsey Coffey as President Pro-Tem Second: Mr. Stegall
VOICE VOTE: ALL AYES

• Election of Officers

Acting as President Pro Tem for the election of officers, Lindsey Coffey started the election process.

Lindsey Coffey opened the floor for nominations or volunteers for the office of President

John Palan nominated Jay Smith to be President. Second: Mr. Stegall

Jay Smith accepted the nomination. Ms. Coffey closed the nominations; Jay Smith elected President.

Lindsey Coffey opened the floor for nominations or volunteers for the office of Vice President

Charlie Stegall nominated John Palan to be Vice President. Second: Chris Hammond

John Palan accepted the nomination. Ms. Coffey closed the nominations; John Palan elected Vice President.

Lindsey Coffey opened the floor for nominations or volunteers for the office of Secretary

John Palan nominated Chris Hammond to be Secretary. Second: Mr. Stegall

Chris Hammond accepted the nomination. Ms. Coffey closed the nominations; Chris Hammond elected Secretary.

At this point, Vice-President Palan took over the meeting and requested motions for the following appointments:

- **Appointments**

Appointment of Treasurer: Lisa Stalnecker

Appointment of Board Auditor: SKDO

Appointment of Board's Attorney: Engler, Callaway, Baasten and Sraga, L.L.C.

Appointment of Approved Depositories: National Bank of St. Anne

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. Meeting held August 27, 2025, to approve the FY26 budget..

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 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.

Committee Members: Director Evaluation - John Palan and Jay Smith; Finance - Chris Hammond and Dr. Gibson; Negotiations - Jay Smith and Charlie Stegall

Mr. Stegall moved to approve all officers and reorganizational appointments as presented

Second: Mr. Hammond VOICE VOTE: ALL AYES

4. CLOSED SESSION - Mr. Hammond moved to go into closed session at 8:37 a.m. to discuss personnel 5ILCS 120/2 (c) (1) Second: Dr. Terrell-Smith ROLL CALL: AYES: Stegall, Terrell-Smith, Hammond, and Palan. NAYES: NONE

Returned to Open Session: 9:00 a.m.

5. CONSENT AGENDA

- A. Approve Minutes from April 10, 2025, as mailed and presented.
- B. Approve Closed Session Minutes of April 10, 2025.
- C. Approve Finance Committee Minutes from April 22, 2025
- D. Payment of Bills: Payroll and Liabilities; Accounts Payable and Imprest.
- E. Approve First Reading of Press Plus Policy Issue 118
- F. Approve FY25 ESY Staffing
- G. Approve Audit Agreement with SKDO for FY26

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

6. 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. 2025-20256 STAFF PLANS/UPDATE
The Speech Language Pathologist and School Psychologist positions are still open.
- 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 April 22 to discuss the presented FY26 Fee Structure. Included in the new structure is a service assessment increase to include business services for member and non-member districts. The proposal included a 55% fee for member districts, 30% for non-member districts, and 15% for Lincoln-Way. The Director will provide IGAs for non-member districts for the FY26 school year.

E. STAFF HIGHLIGHTS

Marshoko Grampton, Behavior Interventionist and Adaptive P.E. Teacher.

F. OTHER

The Director will review the facility leases between KASEC, St. George, and St. Anne to be approved at the June Board meeting.

May 28, 2025, is the Governing Board Reorganization meeting.

7. ACTION ITEMS

Mr. Hammond moved to **Approve the FMLA leave for Dakota Regnier, Paraprofessional, Communications Program for the 2025-2026 school year. Anticipated return date is September 19, 2025.** Second: Mr. Stegall ROLL CALL: ALL AYES: Terrell-Smith, Palan, Stegall, and Hammond

Mr. Stegall moved to **Approve the 2025-2026 Service Assessment Fee Structure as presented.** Second: Mr. Hammond ROLL CALL: ALL AYES: Terrell-Smith, Palan, Stegall, and Hammond

Mr. Hammond to **Approve the Substitute Adaptive P.E. Stipend for Marshoko Grampton at a 3% increase, stipend for the 2025-2026 school year, \$4,900.** Second: Dr. Palan ROLL CALL: ALL AYES: Palan, Stegall, Hammond, and Terrell-Smith.

8. OTHER - None

9. ADJOURNMENT

There being no further business, Mr. Stegall moved to adjourn the Executive Board Meeting at 9:18 a.m. Second: Dr. Terrell-Smith VOICE VOTE: ALL AYES. Meeting adjourned.

KASEC Executive Board President

KASEC Executive Board Secretary

Date

Date