



Kankakee Area Special Education Cooperative

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MINUTES EXECUTIVE BOARD MEETING SEPTEMBER 11, 2025

President Smith called the Executive Board Meeting of September 11, 2025, to order at 9:30 a.m. at the Kankakee Area Career Center. A Quorum was present.

1. ROLL CALL

PRESENT: Genevra Walters (Pembroke), Chris Gibson (Central), Jay Smith (St. George), John Palan (Grant Park), Charles Stegall (St. Anne), Chris Hammond (Bradley Elementary) Also present: Lindsey Coffey, Director, Jill Cowser, Recording Secretary

ABSENT:

2. PUBLIC COMMENT - 2024-2025 Audit Presentation

3. CLOSED SESSION - None

4. CONSENT AGENDA

- A. Approve Minutes of the Executive Board Meeting from August 21, 2025, as presented.
- B. Payment of Bills: Payroll and Liabilities; Accounts Payable and Imprest.

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

5. DIRECTOR'S REPORT

Ms. Coffey's report included:

A. FY25 PRELIMINARY KASEC AUDIT REPORT

Jackie Miels from SKDO presented the FY25 KASEC financial audit report. There were no significant findings or compliance issues. During the review, she mentioned that a receipt was inadvertently deposited into the St. Anne Unit District #24 account but was not recorded. SAUD #24 subsequently remitted the funds to KASEC, and an audit adjustment was made. The net balance has increased due to the timing of revenue recognition and the transition to monthly service billing and paper bid billing.

B. 2025-2026 ENROLLMENT

There has been an influx in enrollment, and we anticipate an additional student from Donovan.

C. STAFFING

The Director presented revised OTR and COTA contracts at the August Board meeting. She is asking the Board to approve them at this meeting.

D. OPEN INVOICES

The Director reviewed the District's billing open invoices. Two districts have paper order invoices still open.

E. PROFESSIONAL DEVELOPMENT

The Director presented professional development opportunities for the area districts to participate in.

F. ARTICLES OF JOINT AGREEMENT

On August 27, 2025, the KASEC Governing Board approved the proposed amendment to the KASEC AJA for the membership of Momence Community School District #1. Today, the Director will request the Board's approval for the adoption of this amendment. Additionally, the Director is requesting that the member districts present the resolution to their respective boards. The resolution will come into effect only if it receives a two-thirds majority vote.

G. OTHER - None

7. ACTION ITEMS

Mr. Hammond moved to **Accept the FY25 KASEC Audit as presented.** Second: Dr. Gibson
ROLL CALL: ALL AYES: Smith, Palan, Stegall, Walters, Gibson, and Hammond

Dr. Palan moved to **Approve the revised extended contracts of the OTR and COTA for the 2025-2026 school year as presented..** Second: Mr. Hammond
ROLL CALL: ALL AYES: Smith, Palan, Walters, Stegall, Gibson, and Hammond

Dr. Stegall moved to **Approve the Resolution to Adopt the Articles of Joint Agreement Amendment as presented.** Second: Dr. Smith
ROLL CALL: ALL AYES: Smith, Palan, Stegall, Gibson, Walters, and Hammond

8. OTHER -

9. ADJOURNMENT

There being no further business, Dr. Walters moved to adjourn the Executive Board Meeting at 9:44 a.m. Second: Dr. Palan
VOICE VOTE: ALL AYES. Meeting adjourned.


KASEC Executive Board President

10-09-2025
Date


KASEC Executive Board Secretary

10/9/25
Date