



# **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 NOVEMBER 13, 2025**

President Smith called the Executive Board Meeting of November 13, 2025, to order at 8:30 a.m. at the St. Anne District Office. A Quorum was present.

### **1. ROLL CALL**

PRESENT: Shannon Anderson (Momence), 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 Cowsert, Recording Secretary

ABSENT: Genevra Walters (Pembroke)

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

### **3. CLOSED SESSION** - None

### **4. CONSENT AGENDA**

- A. Approve Minutes of the Executive Board Meeting from October 9, 2025, as presented.
- B. Approve Closed Session Minutes of the Executive Board Meeting from October 9, 2025, as presented
- C. Payment of Bills: Payroll and Liabilities; Accounts Payable and Imprest.

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

### **5. DIRECTOR'S REPORT**

**Ms. Coffey's report included:**

- A. 2025-2026 ENROLLMENT  
The Director reviewed the enrollment numbers to date.
- B. PROGRAM REFERRAL PROCESS  
KASEC is including an observation of students in their home district in the referral process.
- C. STAFFING  
The Director recommends the approval of an additional 1:1 paraprofessional for the Transitions Program. Interviews for a Certified Occupational Therapy Assistant (COTA) are scheduled for Friday, November 14. KASEC is currently evaluating the necessity for a potential Out-of-District Coordinator to support Member Districts. The Director has

provided a draft job description for this role, which would be non-union and billed to the district that utilizes the service. Based on current needs, this position would initially be part-time. Further discussions will be held during the December Board meeting.

D. OPEN INVOICES

Provided in the packet.

E. STAFF MENTOR PROGRAM

The Director would like to pursue a formal mentor program within KASEC. An MOU would be created with KASEA to include a stipend for the position. KASEC would partner with I-Kan to include training for the mentorship.

F. OTHER

The Director is currently exploring virtual speech services should the need arise. Extended School Year (ESY) services will be scheduled for all KASEC programs in June, marking the first year that all programs will offer these extended services. KASEC will host its holiday party on December 5. In collaboration with Sweet Darren's, KASEC is allowing students to sell cookies to both staff and fellow students. The Transitions Program recently held a scarecrow contest, where students enjoyed creating their scarecrows, and both staff and students had the opportunity to vote for their favorites. Additionally, KASEC has organized a field trip to Movies 10 in December. The organization has also received a generous donation of \$1,400 from the Knights of Columbus, and the Director will be working with the staff to determine the best way to utilize this contribution.

6. ACTION ITEMS

Dr. Palan moved to **Approve the employment of Keyerra Williams, 1.0 FTE Paraprofessional for the Transitions Program, effective November 17, 2025** Second: Dr. Stegall ROLL CALL: ALL AYES: Smith, Palan, Stegall, Anderson, Gibson, and Hammond

7. OTHER - None

8. ADJOURNMENT

There being no further business, Dr. Palan moved to adjourn the Executive Board Meeting at 8:50 a.m. Second: Dr. Smith VOICE VOTE: ALL AYES. Meeting adjourned.

  
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KASEC Executive Board President

12-11-2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
KASEC Executive Board Secretary

12/11/2025  
\_\_\_\_\_  
Date