



## **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 DECEMBER 11, 2025**

President Smith called the Executive Board Meeting of December 11, 2025, to order at 9:38 a.m. at the Kankakee Area Career Center. A Quorum was present.

#### **1. ROLL CALL**

PRESENT: Genevra Walters (Pembroke), 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:

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

**3. CLOSED SESSION** - Dr. Smith moved to go into closed session at 9:39 a.m. to discuss personnel 5ILCS 120/2 (c) (1). Second: Dr. Walters ROLL CALL: AYES: Stegall, Walters, Anderson, Gibson, Smith, Hammond, and Palan. NAYES: NONE

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

#### **4. CONSENT AGENDA**

- A. Approve Minutes of the Executive Board Meeting from November 13, 2025, as presented.
- B. Payment of Bills: Payroll and Liabilities; Accounts Payable and Imprest.

Mr. Hammond moved to approve the Consent Agenda as presented: Second: Mr. Anderson ROLL CALL: ALL AYES: Hammond, Palan, Anderson, Walters, 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. STAFFING NEEDS  
The Director will be asking the Board to hire a new OTR at this Board meeting. The Out of District Coordinator position has been tabled as the need has diminished.
- C. OPEN INVOICES  
The Director provided the list of outstanding revenue due to KASEC from participating districts.

D. PROFESSIONAL DEVELOPMENT

The Director reviewed upcoming opportunities for professional development.

E. KASEC CREDIT CARD

KASEC would like to inquire about utilizing the P-Card system through IASBO for their procurement card process and is requesting approval at this Board meeting.

F. OTHER

The Director will be meeting with the mentor committee to establish guidelines for non-cert and certified mentoring program.

The KASEC holiday party was hosted at Tucci's in Bradley. The staff really enjoyed the great time of celebration.

6. ACTION ITEMS

Dr. Stegall moved to **Approve the employment of Cara Curtis .8 FTE OTR, effective January 5, 2026.** Second: Mr. Hammond ROLL CALL: ALL AYES: Smith, Walters, Palan, Stegall, Anderson, Gibson, and Hammond

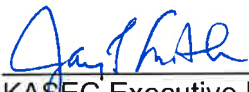
Dr. Smith moved to **Approve the Resolution Authorizing Issuance of Individual Procurement Cards through BMO** Second: Mr. Hammond ROLL CALL: ALL AYES: Smith, Walters, Palan, Stegall, Anderson, Gibson, Walters, and Hammond

Dr. Smith moved to **Deny Additional Extended Leave Under the Collective Bargaining Agreement for Melissa Daniels, Speech Language Pathologist.** Second: Dr. Palan ROLL CALL: ALL AYES: Smith, Walters, Palan, Stegall, Anderson, Gibson, Walters, and Hammond

7. OTHER - None

8. ADJOURNMENT

There being no further business, Dr. Smith moved to adjourn the Executive Board Meeting at 9:58 a.m. Second: Dr. Walters VOICE VOTE: ALL AYES. Meeting adjourned.



KASEC Executive Board President

01-08-2026

Date



KASEC Executive Board Secretary

01/08/2026

Date