



Kankakee Area Special Education Cooperative

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MINUTES EXECUTIVE BOARD MEETING JULY 10, 2025

President Smith called the Executive Board Meeting of July 10, 2025, to order at 8:30 a.m. at the St. Anne District Office. A Quorum was present.

1. ROLL CALL

PRESENT: Chris Gibson (Central), Genevra Walters (Pembroke), 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 - None

3. CLOSED SESSION - Dr. Palan moved to go into closed session at 8:31 a.m. to discuss personnel 5ILCS 120/2 (c) (1) Second: Mr. Hammond ROLL CALL: AYES: Stegall, Gibson, Walters, Smith, Hammond, and Palan. NAYES: NONE

Returned to Open Session: 8:40 a.m.

5. CONSENT AGENDA

- A. Approve Minutes from June 12, 2025, as mailed and presented.
- B. Approve Closed Session Minutes of June 12, 2025.
- C. Payment of Bills: Payroll and Liabilities; Accounts Payable and Imprest.
- D. FY 26 IGAs with Non-member Districts
- E. Approval of Contract with Lincolnway Cooperative
- F. First Reading of Press Plus Issue 119

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

6. DIRECTOR'S REPORT Board members received the Director's report in their mailing.

Ms. Coffey's report included:

A. PROJECTED PROGRAM ENROLLMENT

The Director gave updated enrollment for each program and staffing needs.

B. 2025-20256 STAFF PLANS/UPDATE

The Director gave staffing updates for each program.

C. OPEN INVOICES

Included in the packet each month will be an informational spreadsheet highlighting outstanding invoices

D. FY26 LEASES

The facility leases have been reviewed and included in the packet. KASEC is recommending increases for each program, as there has been no adjustment since FY16. The lease for the Transitions House has increased to \$17000, the Alternative Day lease is now \$26,400 for both sites, and the Communications Program lease has risen to \$28,000.

E. PROPOSED FY26 BUDGET

The FY26 tentative budget was included in the packet for review. KASEC is asking the Board to approve the first reading and place it on the required 30-day review.

F. FOIA REQUEST

KASEC received a FOIA request from CT Mills asking for a list of all district-level administrators and work information.

G. 2025-2026 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Director reviewed upcoming professional development opportunities for all district and non-member district employees. I

H. KASEC ORIENTATION DAY

Staff Orientation is August 13, 2025, at Kankakee Community College. Thursday, August 14, 2025, will be a regional institute day with St. Anne, Momence, Grant Park, and Donovan. Monica Genta will be the keynote speaker.

I. OTHER

SKDO will be on-site July 28 and July 29 for the annual financial audit. The audit review will be at the September Board meeting.

Momence School District is considering the option of rejoining KASEC. The Director will attend the Momence School Board meeting in July to provide the Board with relevant information. If the Momence School District decides to move forward with rejoining KASEC, amendments to the Articles of Joint Agreement will be necessary.

7. ACTION ITEMS

Dr. Walters moved to **Approve the termination of Savannah Ramirez, Paraprofessional for the Communications Program, effective May 19, 2025** Second: Mr. Hammond ROLL CALL: ALL AYES: Smith, Palan, Stegall, Gibson, Walters, and Hammond

Dr. Palan moved to **Approve the Resolution Authorizing Notice of Remedy for Michelle Ramriez.** Second: Mr. Stegall ROLL CALL: ALL AYES: Smith, Palan, Stegall, Gibson, Walters, and Hammond

Mr. Hammond moved to **Approve the full-time employment of Nicole Kavanaugh, Paraprofessional, Communications Program for the 2025-2026 school year.** Second: Dr. Walters ROLL CALL: ALL AYES: Smith, Palan, Stegall, Gibson, Walters, and Hammond


Dr. Palan moved to **Approve the Program Facility Leases for the 2025-2026 school year as presented.** Second: Mr. Hammond ROLL CALL: ALL AYES: Smith, Palan, Stegall, Gibson, Walters, and Hammond

Dr. Walters moved to **Display the proposed FY26 Budget on a 30-day review**. Second: Dr. Gibson ROLL CALL: ALL AYES: Smith, Palan, Stegall, Gibson, Walters, and Hammond

8. **OTHER** - None

9. **ADJOURNMENT**


There being no further business, Dr. Walters moved to adjourn the Executive Board Meeting at 8:57 a.m. Second: Dr. Palan VOICE VOTE: ALL AYES. Meeting adjourned.



KASEC Executive Board President

8-21-2025

Date



KASEC Executive Board Secretary

08/21/2025

Date