The Board reserves the right to enter into Executive Session for matters allowed by law.

1. CALL TO ORDER

Board Vice President Jean Gerhardt-Cyrus called the October 4, 2019, Business Meeting to order at 11:11am.

a. BOARD ROLL CALL

Called by April Vanderlinden, SESA Executive Assistant (see attached Roll Call sheet).

b. Introduction of Staff and Guests

Staff and guests introduced by April Vanderlinden, SESA Executive Assistant (see attached Roll Call sheet).

c. Reading of SESA Mission Statement

SESA’s mission statement was read by Dan Kaasa.

2. MEETINGS’ NOTES AND MINUTES

a. May 17, 2019, Work Session Notes

No action necessary on Work Session Notes.

b. Approval of May 17, 2019, Business Meeting Minutes

MOTION to approve the Business Meeting Minutes of May 17, 2019

MOVED: Debbie Treece
SECOND: Molly McManamin
DISCUSSION: none
AYES: Unanimous
OPPOSED: None
MOTION PASSED

3. APPROVAL OF BUSINESS MEETING AGENDA

MOTION to approve the Business Meeting Agenda of October 4, 2019
MOVED: Molly McManamin
SECOND: Meghan Clark
DISCUSSION: none
AYES: Unanimous
OPPOSED: none
MOTION PASSED

4. CONSENT AGENDA
a. FY20 Grant Award

Note: Consent Agenda means automatic unanimous approval of business listed under it. If determination is made that item requires discussion, it will then become an Action Item with an Action Item number assigned. After discussion, a formal vote will be taken.

5. PUBLIC COMMENT - 12:05 PM - 12:35 PM

6. CORRESPONDENCE TO/FROM THE BOARD
a. New SESA Board Members
b. Board Officer Elections
c. Observations & Coaching Session

7. ACTION ITEMS
FY20-01 SESA Staff Appreciation Holiday Luncheon Budget

Roll Call Vote

MOTION to approve a budget of $2,000 for the FY 2020 SESA Staff Appreciation Holiday Luncheon, as presented during the October 4, 2019, SESA Board Work Session

MOVED: Molly McManamin
SECOND: Dan Kaasa
DISCUSSION: none
ROLL CALL VOTE: See attached Action Item FY20-01 sheet for details
AYES: 7
ABSTAIN: 1
OPPOSED: none
MOTION PASSED
FY20-02  Election of Board Officers

President:
NOMINATION of Jeanne Gerhardt-Cyrus for President of the SESA Board of Directors by Molly McManamin

NOMINATION of Molly McManamin for President of the SESA Board of Directors by Meghan Clark

Ballot Votes cast
Molly McManamin received 3 votes
Jeanne Gerhardt-Cyrus received 4 votes

Jeanne Gerhardt-Cyrus was elected as Board President.

Vice-President:
NOMINATION of Molly McManamin for Vice President of the SESA Board of Directors by Meghan Clark

MOTION to cease nominations and a unanimous ballot cast to elect Molly McManamin as Board Vice-President
MOVED: Meghan Clark
SECOND: Debbie Treece
DISCUSSION: none
AYES: unanimous
OPPOSED: none
MOTION PASSED
Molly McManamin was elected as Board Vice-President.

FY20-03  Update to Board Policy 9320(a)
MOTION to approve the change to BB 9320(a) to define reasonable public notice as no less than 10 calendar days, as presented during the October 4, 2019, SESA Board Work Session

MOVED: Dan Kaasa
SECOND: Don Enoch
DISCUSSION: none
AYES: Unanimous
OPPOSED: none
MOTION PASSED
FY20-04 Update to Board Policy 9324
MOTION to approve the change to BB 9324 to include distribution of minutes of Work Sessions to Board Members and public, as amended during the October 4, 2019, SESA Board Work Session

MOVED: Debbie Treece
SECOND: Meghan Clark
DISCUSSION: none
AYES: unanimous
OPPOSED: none
MOTION PASSED

8. EXECUTIVE SESSION
None

9. STANDING REPORTS
   a. Executive Director's Report (attached)

   Patrick Pillai presented the Executive Director's Report to the SESA Board of Directors.
   - AKCAM isn't just available to districts that receive SESA services, it is available to all qualifying individuals within Alaska.
   - SESA notified all districts that AKCAM's services were available
   - Executive Director, Patrick Pillai and Board Member, Anne Applegate requested that SESA be one of the repositories for the Authentic Rural Transitions Curriculum.
   - Dillingham wants to be the state repository for the Authentic Rural Transitions Curriculum. They will generate a yearly count of the views and downloads of the material and provide that information to the Governor's Council.

   b. Financial Report (attached)

   Genevieve Hollins presented the Financial Report to the SESA Board of Directors.
   - Funds that are not spent go into a Fund Balance. SESA does not have a limitation on how much money can be kept in its Fund Balance.

10. UPCOMING MEETING DATES
    a. FY 2020 Winter Board Meeting set for December 2 & 3, 2019
    b. FY 2020 Spring Board Meeting TBD
    c. FY 2020 Summer Board Meeting TBD

    A Doodle Poll will be arranged for each upcoming Board meeting.
11. BOARD COMMENTS/DISCUSSION

- Welcome to the new Board members and congratulations to the newly elected officers.
- Molly McManamin is excited to step up and fill the role of Vice President and thanks everyone for their confidence in her.
- Anna Attla says it is good to be back with the SESA Board of Directors.
- Dan Kaasa expresses how happy he is that SESA is taking on the AKCAM grant. He stresses how important it is to provide accessible materials to people throughout the state and nationally.
- Meghan Clark thanks April and Patrick for the quality meetings and the Board officers for stepping up and carrying the Board through the next couple years. She commends the SESA staff for always being engaged in Center for Human Development projects and the major roles they play in the projects.
- Beth Lougee thanks everyone for the welcome. She looks forward to learning and being the voice for the Superintendents of Alaska.
- Patrick thanks the Board for their support of SESA and thanks April and Olivia for stepping up and doing a good job in their new roles.
- Jeanne says that the SESA Board is a cohesive team but not so cohesive that we don’t ask the questions that need to be asked.
- Thank you to Patrick, Genevieve, and the Admin staff for arranging this Board meeting and for keeping everything running smoothly.

12. ADJOURNMENT

Jeanne Gerhart-Cyrus adjourned the October 4, 2019, SESA Board of Directors Business Meetings at 12:23pm.
April Vanderlinden gave last call for public comment at 12:36pm.

**********************************
SESA Board of Directors
Business Meeting
Face to Face
October 4, 2019

ROLL CALL

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Applegate, Ex Officio</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Anna Atla</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Meghan Clark</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Donald Enoch</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jeanne Gerhardt-Cyrus</td>
<td>X</td>
<td>Via Teleconference</td>
</tr>
<tr>
<td>Joshua Gill</td>
<td></td>
<td>Excused</td>
</tr>
<tr>
<td>Dan Kaasa</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Lougee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Molly McManamin</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Debbie Treece</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maggie Winston</td>
<td></td>
<td>Excused</td>
</tr>
</tbody>
</table>

Staff:
Patrick Pillai, SESA Executive Director
April Vanderlinden, SESA Executive Assistant
Olivia Yancey, SESA Program Administrator

Contracted Service Provider:
Genevieve Hollins, Alaska Education and Business Services

Guests:
**SESA Board of Directors Meeting**  
**October 4, 2019**  

**ACTION ITEM FY20-01**  
FY 2020 Budget of $2000 for December Staff Appreciation Luncheon  
[As presented during October 4, 2019 SESA Board Business Meeting]

**ROLL CALL VOTE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Aye</th>
<th>Oppose</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Applegate, Ex Officio</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Anna Atla</td>
<td>X</td>
<td></td>
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<tr>
<td>Meghan Clark</td>
<td>X</td>
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<tr>
<td>Don Enoch</td>
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<td>X</td>
</tr>
<tr>
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<td>X</td>
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<tr>
<td>Joshua Gill</td>
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<tr>
<td>Dan Kaasa</td>
<td>X</td>
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<tr>
<td>Elizabeth Lougee</td>
<td>X</td>
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<td>Molly McManamin</td>
<td>X</td>
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<td>Debbie Treece</td>
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<tr>
<td>Maggie Winston</td>
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</tbody>
</table>

**TOTALS**

|      | 7 | 0  | 1 |

**MOTION:** ___X___Passes _____Fails
Special Education Service Agency (SESA)
Report to Governor’s Council
September 2019

Students Served FY16-FY20

<table>
<thead>
<tr>
<th>Year</th>
<th>Students Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY20</td>
<td>358</td>
</tr>
<tr>
<td>FY19</td>
<td>410</td>
</tr>
<tr>
<td>FY18</td>
<td>402</td>
</tr>
<tr>
<td>FY17</td>
<td>410</td>
</tr>
<tr>
<td>FY16</td>
<td>392</td>
</tr>
</tbody>
</table>

Mission Centric Activities FY19

- Student Consultations: 1001
- Site Consultation: 260
- Trainings: 218
- Interagency Collaboration: 213
- Professional Technical: 130
- Community Relations: 93
- Parent Support: 44

Note: Data includes more than one student visit per year.

SESA Student Caseload FY20

<table>
<thead>
<tr>
<th>Disability</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision</td>
<td>9</td>
</tr>
<tr>
<td>Deafblind</td>
<td>15</td>
</tr>
<tr>
<td>Deaf/HH</td>
<td>27</td>
</tr>
<tr>
<td>Emotional Disabilities</td>
<td>63</td>
</tr>
<tr>
<td>Autism</td>
<td>102</td>
</tr>
<tr>
<td>Multiple Disabilities</td>
<td>142</td>
</tr>
</tbody>
</table>
**SESA Reauthorization - Timeline**

- Sunset Legislation
- Legislative Audit Spring 2020
- Legislative Report June 20 - January 21
- Bill Sponsor
- Committee Hearings
- Passage of SESA Bill

**Activities**

**Support**
- Contact Legislators - Seek Bill Sponsor
- Key Campaign - Inform for Co-Sponsorship
- Portfolio of Letters of Support

**Agency**
- Review past reports & recommendations
- Review internal controls
- Provide evidence for audit tests

**Audit**
- Attendance at Board Meetings
- Interviews
- Publish Report
Executive Directors Report
October 4th 2019
Patrick Pillai

New Board Members
1. We welcome Anna Atla (Anchorage) and Joshua Gill (Bethel), representatives of the Governor’s Council. We express our sincere appreciation to Anthony Cravalho for his leadership as Board president and his insightful input as a parent from rural Alaska.
2. We welcome Beth Lougee as our ASA representative on the Board. We express our sincere appreciation for Laurel Jackson’s contributions to the Board and wish her a wonderful retirement.

Agency Activities
1. Altman Rogers & Company was selected from 3 bids as our public auditors.
   *(SESA Plan of Operation Attached)*
2. Agency rent is now paid via portal set up by Graham Commercial Real Estate Associates.
3. Building maintenance requests are now handled through an AppFolio Tenant Portal.
4. Teacher, Jill Peters, presented to SESA staff on Transition Services in Nome schools.
5. Mat-Su School District queried possible SESA support to assist a teacher complete an online program to be certified as a teacher of the deaf and hard of hearing.
6. Specialists will be conducting one hour Webinars for Closing the Gap.
7. Filemaker Pro issues related to script errors experienced in May have been resolved.
8. Patrick attended Governor’s Council Open house, Legislative hosting (Senator Don Young), and September Meeting.
9. Patrick, Aimee Smith, and Kelsey Koenigs attended the Mental Trust 25th Year Celebration held at the Anchorage Museum from 4-8 on Friday, September 6th.
10. SESA will provide Stone Soup group financial assistance, as we did last year, to make possible rural parent attendance at Anchorage based special education trainings.
11. Compiling full list of agency passwords for hardcopy and cloud storage.

Union Negotiations
2. Patrick has commenced discussions with Saul Friedman, SESA attorney and Genevieve is preparing budget scenarios.
3. Board updates will be provided as we move along.

Letters of Support
2. Center for Human Development (UAA) for support and participation in an ECHO project study (Extension for Community Healthcare Outcomes).

Grants
Alaska Autism Resource Center (AARC)
1. Vacancy created when Tara Maltby moved to UAA. Current coordinator, Aimee Smith.
2. Grant funding secured for FY20 ($388,000)
Indicators Project
1. Data for Indicator 8 (Parental Involvement) and Indicator 14 (Post School Outcomes).
2. Funding secured for FY20 ($160,000). MOA secured with David Tarcy, Contractor.

Deafblind Grant
1. The DB grant is now in year one of a 5-year federal grant cycle. Year 2 starts on 10/1/19.
2. Annual funding for the DB grant is $128,365.
3. Facilitated through the DB grant, a parent from Fairbanks and her daughter attended a CHARGE conference in Texas, this summer.
4. Revised referral process to accept online referrals from parents/professionals for DB students younger than age three. DB project serves birth to 21 years of age.
5. SESA FP management database has been redesigned and improved to add census reporting for the DB grant.

AKCAM Grant - AK Center for Accessible Materials
1. Awarded to SESA in FY20
2. Addresses needs of individuals with print disabilities
3. Awarded in the amount of $150,000

SESA Reauthorization/Sunset Clause
1. SESA is set to sunset June 30, 2021.
2. Called State Finance Manager, Elwin Blackwell (State Finance Manager) Don Enoch (State Special Education Administrator), Representative Andi Story and Senator Gary Stevens Office to start conversation for a Bill to reauthorize the agency.
3. Regarding Bill sponsorship it is preferable to introduce a Bill in the first session of 2020.
4. Met with Anne Applegate and Kristin Vandergrif on plan for reauthorization.
   (See relevant documents attached).

Risk Management
1. Specialists will complete an Aviation, Land and Water Survival Course offered through LTR Training Systems. Phone: 907 563-4463. (See attached flyer)
2. Removed decorative lights from AARC family room due to potential fire hazard with dry netting on ceiling.
3. Reviewed disaster management plan and location of plan with staff.
4. Preparing full list of computer and software application passwords for hardcopy and cloud storage (with appropriate level of password protection).
General Information

Special Education Service Agency (SESA), a public organization, created by Alaska Statute 14:30:600 is located at 3501 Denali Street, Suite 101, Anchorage, Alaska 99503. The agency provides technical assistance, professional development, and training to staff of Alaska’s 54 school districts. SESA is governed by the Alaska Governor’s Council on Disabilities and Special Education and operated by a Board of Management.

SESA was created to:

1. Assist local school districts make more special education and related services available to exceptional children.
2. Encourage cooperation between districts and education agencies in making special education programs and services available to these children; and
3. Ensure that qualified specialists are available to assist districts (without regard to their location in the state) in the provision of free appropriate public education for those exceptional children who are difficult to serve.

Mission

SESA envisions a future where all Alaskans have the opportunity to experience educational success. The organization’s mission is to provide consultation and training to support the unique educational needs of individuals and the Alaskan communities that serve them.

To fulfill its mission, SESA promotes and supports education that:

1. Is student, family, and community centered;
2. Is personally and culturally relevant; and
3. Provides supports and accommodations for equal and appropriate access to learning opportunities.
OPERATIONAL GOALS AND OBJECTIVES

Agency Long-Term Goal
To provide outreach services, instructional training, and other services appropriate to special education needs, to assist Alaska’s school districts in the provision of free and appropriate public education.

Agency Long-Term Objective
Build local capacity of special education staff working with low incidence disabilities through provision of targeted and intensive training, instructional support, and other services appropriate to special education.

Program Goal
Provide customized, collaborative, student focused technical assistance and training via onsite and distance delivery to school district staff.

Program Objective
Support, coach, and function as an expert resource for classroom teachers working with students with low incidence disabilities and help facilitate each student’s academic progress and social development, through disability specific diagnostics, technical assistance, in-service training and modeling of educational interventions grounded in evidence-based practices.

Program Specific Activities
1. The specialist will contact school staff early in the school year to plan technical assistance and/or training based on site need.
2. The specialist will review individual student file information, check for expired documentation, and work with a program assistant to update student records.
3. Based on file review and district communication, the specialist will prioritize site need as intensive, targeted, or general.
4. After gathering and studying all relevant information, the specialist will clearly articulate a site based technical assistance objective.
5. The specialist will plan and provide site based and/or distanced delivered technical assistance and/or training in disability specific evidence-based practices.
6. Specialists will support and train educational teams to implement and adapt curriculum to meet individual students' programming needs.

7. Within 10 working days of provision of technical assistance specialist will complete and disseminate to school staff a concise student service report (SSR) or student service delivery summary (SDS).

8. The specialist will follow-through with research or dissemination of materials promised to site staff. This may include customized visuals, demonstration videos, and other materials that assist in the implementation of educational plans.

9. On an ongoing basis, each specialist will review and update caseload and school district team information in the SESA database.

10. Specialists will work with families of students with disabilities to develop a pragmatic understanding of their child's abilities, progress, and future goals.


12. Present at the annual Alaska State Special Education Conference to promote professional development in special education amongst Alaska's teachers.

Program Evaluation

1. Each specialist will be evaluated annually, using a standardized evaluation form.

2. Each specialist, post provision of technical assistance and/or training will e-mail an agency designed survey monkey satisfaction survey to service recipients. Specialists receive individualized feedback.

3. SESA's Filemaker Pro management database will be analyzed for indicators including quality of service (usefulness and relevancy), level of preparedness, coordination with site staff, preferred mode of technical assistance, and use of evidence-based practices.

4. SESA Filemaker Pro data will be analyzed against benchmarks for:
   # of specialist trips effectively completed
   # of student service reports written
   # of trip cancellations
   # of technical assistance consultations provided via distance delivery
   # of online e-modules and videos created/accessed

5. Data will be analyzed to identify cost savings through use of distance delivery of services.

Number of Students Served

It is difficult to predict a number since service is dependent on referrals made to the agency by Alaska’s fifty-four school districts. A fair prediction is based on the total number of students served over the past fiscal year. **356 students were served by SESA in FY19.**

Recipients of SESA Services

IN FY2019 SESA specialists logged 1887 technical assistance activities serving 356 student teams in 159 schools across 52 districts. Four hundred and sixty four (464) activities were distance-delivered. Specialists conducted two hundred and fourteen (214) customized trainings, 84 of which were provided via distance delivery. **Based on an average agency travel cost of $1076, eighty four distance delivered trainings (84) saved the state $90,384.**

**Non-student recipients of technical assistance** numbered four thousand eight hundred and forty six (4846) comprising administrators, community service providers, early intervention providers, family members, teachers, paraprofessionals, related service providers, Tribal leader, and others. Numbers included repeat trips to high priority sites.

SESA specialists wrote 467 student service reports at an average completion rate of 8.7 days per report (from date of site visit to mailing of report), agency standard for mailing of reports is 10 days. Technical assistance activities are categorized as follows: Community relations 88, family support 123, interagency collaboration 198, LID student consultation 844, professional technical development 121, recruitment 2, site consultation 249, student consultation 48, training 214.

SESA also provides information, consultation, and training to Alaskan communities to promote their support of individuals with disabilities. These community supports include, amongst others, parents, local business owners, university’s and community colleges, non-profit agencies and other interested parties. In addition, service recipients have access to SESA’s website (**https://sesa.org/**) which hosts information, archived SESA newsletters, and topical instructional e-modules.

Distance Education

In addition to on-site service, four hundred and sixty four service activities were provided via distance delivery in FY19. The agency uses VTC, Blue Jeans, WebEx, Zoom and Skype as primary distance technology tools. The entire SESA website was rebuilt in FY2019 and audited for ADA compliance. SESA hosted two virtual autism conferences streamed across the state of Alaska. Sixty eight (68) individuals participated.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Service Description</th>
<th>Timeline</th>
<th>Evaluation</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure each program follows policies &amp; procedures that address SESA’s mission, and requirement of state and federal compliance.</td>
<td>Provide specialized training, consultation, information, materials, and support in a manner consistent with applicable guidelines and regulations. Ensure that a detailed annual operating plan is maintained.</td>
<td>On-Going</td>
<td>SESA Board Legislative Audit Annual Financial Audit DEED Monitoring Internal Management &amp; Supervision</td>
<td>Executive Director .5 Program Administrator</td>
</tr>
<tr>
<td>Ensure program integrity and responsible stewardship of resources.</td>
<td>Ensure revenues are expensed per grant award and applicable accounting standards. Produce timely, accurate financial reports for each program and the organization. Annually assess organizations internal controls to ensure adequate safeguards for all resources.</td>
<td>On-Going</td>
<td>SESA Board Legislative Audit Annual Financial Audit DEED Monitoring Internal Management &amp; Supervision</td>
<td>Executive Director Finance Manager .5 Program Administrator Grant Coordinator</td>
</tr>
<tr>
<td>Acquire stable, broad-based financial and nonfinancial resources to support programs and envisioned growth.</td>
<td>Work with DEED. Initiate grant-writing services/write proposals to procure new grants.</td>
<td>On-Going</td>
<td>SESA Board Financial Audit Executive Director</td>
<td>Executive Director .5 Program Administrator</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td><strong>Service Description</strong></td>
<td><strong>Timeline</strong></td>
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<tr>
<td>Meet the needs of agency constituencies and ensure all programs provide the highest quality of service.</td>
<td>Maintain and revise a data management system to accurately reflect, in real time, all operational aspects of service delivery.</td>
<td>On-Going</td>
<td>Executive Director Technologist Executive Assistant/Grant Coordinator</td>
<td>Executive Director .5 Program Administrator</td>
</tr>
<tr>
<td>Increase the visibility and community awareness of SESA. Ensure SESA is recognized as a primary resource for students with low incidence disabilities.</td>
<td>Build public awareness of SESA in through media coverage and public service announcements. Produce and distribute a newsletter on a regular basis. Maintain a Facebook page with regular postings to advertise and promote SESA’s resources. Maintain and develop collaborations and relationships with agencies and funders that impact the sustainability of the agency.</td>
<td>On-Going</td>
<td>SESA Board Annual Audit Legislative Audit Executive Director Executive Assistant/Grants Coordinator</td>
<td>Executive Director .5 Program Administrator SESA Staff</td>
</tr>
<tr>
<td>Infuse data collection into agency wide programs and processes for analysis of efficiency.</td>
<td>Use formal and informal methodologies inclusive of surveys, service recipient feedback, and other statistical measures to allow for formative and summative evaluation of agency activity.</td>
<td>On-Going</td>
<td>Data Analysis</td>
<td>All Staff</td>
</tr>
<tr>
<td>Objective</td>
<td>Service Description</td>
<td>Timeline</td>
<td>Evaluation</td>
<td>Responsibility</td>
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<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Implement current evidenced based and effective practices for dissemination of training and technical assistance to teachers, paraprofessionals, and other service providers.</td>
<td>Communicate with special education directors and teachers to understand need and deliver training and topical workshops to improve the districts capacity to make appropriate accommodations.</td>
<td>On-Going</td>
<td>Surveys of special education directors. Site service surveys of service recipients. Telephone call/e-mail feedback.</td>
<td>SESA specialists</td>
</tr>
<tr>
<td>Reflect in SESA's methods and values a respect for individual, family, community, and culture.</td>
<td>Incorporate and integrate cultural respect and sensitivity into all aspects of operations, communication, and educational service provision.</td>
<td>On-Going</td>
<td>Site service surveys. Telephone and e-mail feedback. Direct feedback.</td>
<td>All staff</td>
</tr>
<tr>
<td>Facilitate networking and other opportunities for parents of students with disabilities to take full advantage of resources available to them.</td>
<td>Provide disability specific information and training on-site, at instate conferences, on the SESA website and in SESA student service reports.</td>
<td>On-going</td>
<td>Site service surveys.</td>
<td>SESA specialists</td>
</tr>
<tr>
<td>Promote SESA's lending library as a statewide service to educators, service providers, parents and other interested parties.</td>
<td>Maintain 1.0 FTE librarian to facilitate coordination of library procedures and statewide borrowing of materials and equipment.</td>
<td>On-going</td>
<td>E-mail, phone, and direct feedback.</td>
<td>Librarian</td>
</tr>
<tr>
<td>Develop and maintain SESA website and associated distance education technologies program.</td>
<td>Research &amp; utilize new technologies in website maintenance &amp; distance delivery of technical assistance.</td>
<td>On-going</td>
<td>Site service surveys SESA administrator Web feedback</td>
<td>Technologist All staff</td>
</tr>
<tr>
<td>Objective</td>
<td>Service Description</td>
<td>Timeline</td>
<td>Evaluation</td>
<td>Responsibility</td>
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</tr>
<tr>
<td>Attract, recruit and retain quality staff.</td>
<td>Maintain an effective recruiting program at the state and national level.</td>
<td>On-Going</td>
<td>Executive Director SESA Board</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Director &amp; Specialists</td>
</tr>
<tr>
<td>Establish collaborative and mutually supportive relationships between SESA, school districts, DEED, the legislature and other state agencies.</td>
<td>Provide stakeholders with opportunities to interact with and become familiar with SESA programs and personnel.</td>
<td>On-going</td>
<td>Executive Director SESA Board</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SESA Board</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All agency staff</td>
</tr>
</tbody>
</table>
Learn To Return™

Aviation Land and Water Survival

This 16 hour program taught over 2 days is the most comprehensive training available for pilots and passengers who must fly for their jobs in Alaska. It is designed for the FAA, oilfield support, research personnel and frequent bush aviators.

Program Overview

Students begin training by learning about crash positioning and quickly find themselves practicing these skills in a variety of crash simulators. These simulators include helicopter and fixed wing door escapes, blocked exit procedures, smoke escapes, simulated casualties and inversion. This same day students are given post-crash survival training at our field site to continue their hands-on experience. Day two of the course addresses the specific area of water ditching’s and techniques for survival. This classroom and workshop training is followed by four hours of dunker training at a local pool.

Post Crash Survival

The field training portion of the course is specific to the conditions found in both summer and winter in Alaska. Students receive hands-on experience in wilderness first-aid, risk assessment, patient movement, improvising emergency clothing, building fires, and even tasting aircraft survival rations. The afternoon ends with the students using signaling devices, such as radios, beacons, signal lasers and flares.

Pool Training

The pool session is where the most intense training occurs. Students practice submerged escapes from two person crash simulators replicating both side and frontal impacts. Practical exercises include releasing belts, functioning of push out windows, rotating door handles, and penetration of underwater barriers while submerged. Additional hands-on training is provided in the use of life jackets, survival swimming life rafts boarding and USCG helicopter rescue devices.

LTR Training Systems, Inc.
5761 Silverado Way, Suite Q • Anchorage, Alaska 99518-1370
ph(907) 563-4463 • fax(907) 563-9185 • www.survivaltraining.com
MEMORANDUM

TO: SESA Board of Directors
THROUGH: Patrick Pillai, Executive Director
FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
SUBJECT: FY2019 Expenditures: July 1, 2018 through June 30, 2019
DATE: June 30, 2019

<table>
<thead>
<tr>
<th>Funds</th>
<th>Current Budget</th>
<th>YTD Expended</th>
<th>% Expended</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - LID Entitlement/General Fund</td>
<td>$ 3,112,312</td>
<td>$ 2,727,738</td>
<td>87.64%</td>
<td>$ 384,574</td>
</tr>
<tr>
<td>232 - AARC</td>
<td>388,000</td>
<td>383,873</td>
<td>98.94%</td>
<td>4,127</td>
</tr>
<tr>
<td>233 - Alaska Autism Walk</td>
<td>209</td>
<td>209</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>234 - Addtl Disc Funds SOA</td>
<td>175,000</td>
<td>175,000</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>238 - Indicators</td>
<td>158,000</td>
<td>153,976</td>
<td>97.45%</td>
<td>4,024</td>
</tr>
<tr>
<td>241 - PBIS Conference (3-5)</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>350 - Deafblind</td>
<td>107,906</td>
<td>104,430</td>
<td>96.78%</td>
<td>3,476</td>
</tr>
<tr>
<td>370 - AKMHTA Mini Grant</td>
<td>764</td>
<td>608</td>
<td>79.58%</td>
<td>156</td>
</tr>
<tr>
<td>371 - AKMHTA Mini Grant</td>
<td>838</td>
<td>658</td>
<td>78.52%</td>
<td>180</td>
</tr>
<tr>
<td>372 - AKMHTA Mini Grant</td>
<td>2,000</td>
<td>2,000</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>373 - AKMHTA Mini Grant</td>
<td>850</td>
<td>848</td>
<td>99.76%</td>
<td>2</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 3,945,878</strong></td>
<td><strong>$ 3,549,339</strong></td>
<td><strong>89.95%</strong></td>
<td><strong>$ 396,539</strong></td>
</tr>
</tbody>
</table>

Percent of Year Passed: 100.00%
Percent of Budget Expended: 89.95%

**Cash Flow**

Average Daily Balance in Checking Account during June 2019: $ 637,510
Checking Account Bank Balance as of June 30, 2019: $ 540,778
Bonus Rate CD Account Balance as of June 30, 2019: $ 1,456,157
TOTAL ALL ACCOUNTS: $ 1,996,936

**General Fund - Fund Balance**

<table>
<thead>
<tr>
<th></th>
<th>Prepays</th>
<th>Committed</th>
<th>Unassigned</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2017 Balances</td>
<td>$26,681</td>
<td>$713,349</td>
<td>$1,330,948</td>
<td>$2,070,978</td>
</tr>
<tr>
<td>June 30, 2018 Balances</td>
<td>$52,483</td>
<td>$713,349</td>
<td>$1,533,633</td>
<td>$2,299,465</td>
</tr>
<tr>
<td>June 30, 2019 Balances</td>
<td>$53,319</td>
<td>$713,349</td>
<td>$1,466,594</td>
<td>$2,233,262</td>
</tr>
</tbody>
</table>

Note: Fund 233, Autism Walk, had $30,521 in Fund Balance at June 30, 2019.
MEMORANDUM

TO: SESA Board of Directors
THROUGH: Patrick Pillai, Executive Director
FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
SUBJECT: FY2020 Expenditures: July 1, 2019 through September 23, 2019
DATE: September 23, 2019

<table>
<thead>
<tr>
<th>Funds</th>
<th>Current Budget</th>
<th>YTD Expended</th>
<th>YTD Encumb</th>
<th>% Expended</th>
<th>Available Balance</th>
<th>% Expended &amp; Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - LID Entitlement/General Fund</td>
<td>$3,258,990</td>
<td>$443,346</td>
<td>$1,433,574</td>
<td>13.60%</td>
<td>$1,382,070</td>
<td>57.59%</td>
</tr>
<tr>
<td>232 - AARC</td>
<td>386,000</td>
<td>42,325</td>
<td>170,396</td>
<td>10.97%</td>
<td>173,279</td>
<td>55.11%</td>
</tr>
<tr>
<td>233 - Alaska Autism Walk</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>235 - AKCAM</td>
<td>150,000</td>
<td>22,505</td>
<td>105,109</td>
<td>15.00%</td>
<td>22,386</td>
<td>85.08%</td>
</tr>
<tr>
<td>238 - Indicators</td>
<td>160,000</td>
<td>20,006</td>
<td>110,243</td>
<td>12.50%</td>
<td>29,752</td>
<td>81.41%</td>
</tr>
<tr>
<td>241 - PBIS Conference (3-5)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>350 - Deafblind</td>
<td>128,365</td>
<td>20,571</td>
<td>64,246</td>
<td>16.03%</td>
<td>43,548</td>
<td>66.07%</td>
</tr>
<tr>
<td>Totals</td>
<td>$4,083,355</td>
<td>$548,753</td>
<td>$1,883,567</td>
<td>13.44%</td>
<td>$1,651,035</td>
<td>59.57%</td>
</tr>
</tbody>
</table>

Percent of Year Passed: 23.29%
Percent of Budget Expended: 13.44%
Percent of Budget Expended + Encumbered: 59.57%

Cash Flow
Average Daily Balance in Checking Account through August 31, 2019: $622,128
Checking Account Bank Balance as of September 23, 2019: $1,564,994
Bonus Rate CD Account Balance as of September 23, 2019: $1,456,157
TOTAL ALL ACCOUNTS: $3,021,151

Thank you!