



3501 DENALI STREET, SUITE 101  
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*SESA provides consultation and training to support the unique educational needs of individuals and the Alaskan communities that serve them.*

## **BOARD OF DIRECTORS MEETING**

*Zoom Meeting*

Thursday, May 28, 2020  
10:15 AM – 12:50 PM

### **BUSINESS MEETING MINUTES**

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

#### 1. CALL TO ORDER

Board President Jeanne Gerhardt-Cyrus called the May 28, 2020 Business Meeting to order at 10:15 am.

##### a. BOARD ROLL CALL

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

##### b. INTRODUCTION OF STAFF AND GUESTS

Called by April Vanderlinden, SESA Executive Assistant

##### c. READING OF SESA MISSION STATEMENT

Board Member Joshua Gill read the SESA Mission Statement

#### 2. MEETING'S NOTES AND MINUTES

##### a. Approval of March 2, 2020, Work Session Notes

MOTION to approve the Work Session Notes of March 2, 2020 as amended during May 28, 2020 Business Meeting

MOVED: Joshua Gill

SECOND: Debbie Treece

DISCUSSION: Notes regarding December notes and minutes need to be changed from 2020 to 2019

AYES: Unanimous

OPPOSED: None

MOTION PASSED

b. Approval of March 2, 2020, Business Meeting Minutes

MOTION to approve the Business Meeting Minutes of March 2, 2020 (as amended) during May 28, 2020 Business Meeting

MOVED: Joshua Gill

SECOND: Debbie Treece

DISCUSSION: Notes regarding December notes and minutes need to be changed from 2020 to 2019

AYES: Unanimous

OPPOSED: None

MOTION PASSED

c. Approval of March 24, 2020, Business Meeting Minutes (Special Session)

MOTION to approve the Business Meeting Minutes of March 24, 2020 (as amended) during May 28, 2020 Business Meeting

MOVED: Dan Kaasa

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 May 28, 2020 (as amended)

MOVED: Debbie Treece

SECOND: Dan Kaasa

DISCUSSION: Public comment time needs to be changed to AM instead of PM

AYES: Unanimous

OPPOSED: None

MOTION PASSED

4. CONSENT AGENDA

NONE

5. PUBLIC COMMENT – 10:30 AM – 11:00 AM

NONE

6. CORRESPONDENCE TO/FROM THE BOARD

- Letter to Management – Preliminary Audit Report, State of Alaska-Department of Legislative Audit. Required response prepared and sent.
- E-mail to Governor's Council – Board condolence bereavement of spouse of Board Member.

7. ACTION ITEMS



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FY20-10      SESA 2021 Operating Budget      ROLL CALL → VOTE

MOTION to approve the SESA FY21 Operating Budget as presented during the May 28, 2020  
Work Session

MOVED:                      Debbie Treece  
SECOND:                     Joshua Gill  
DISCUSSION:                None  
Roll Call Vote:              See Attached Action Item FY20-10 sheet for details  
    AYES:                      Seven  
    Oppose:                    None  
    Abstain:                   One

MOTION PASSED

FY20-11      SESA Eligibility Criteria

MOTION to approve SESA Eligibility Criteria for Services as presented during the May, 28,  
2020 work session

MOVED:                      Dan Kaasa  
SECOND:                     Molly McManamin  
DISCUSSION:                None  
AYES:                        Unanimous  
OPPOSED:                    None

MOTION PASSED

FY20-12      Election of Treasurer

MOTION to elect Joshua Gill to SESA Board Officer position of Treasurer

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

MOTION PASSED

FY20-13      Electronic Signatures and Records

MOTION to approve proposed SESA Acceptance of Electronic Signatures and Records Board  
Policy as presented during the May 28, 2020 work session

MOVED:                      Joshua Gill  
SECOND:                     Don Enoch  
DISCUSSION:                None  
AYES:                        Unanimous  
OPPOSED:                    None

MOTION PASSED

8. EXECUTIVE SESSION

SESA Executive Director Evaluation began at 11:13AM  
Ended at 12:35pm

9. STANDING REPORTS

a. Executive Director's Report (*attached*)

- SESA currently has one vacancy in MD, one in ED, and two vacant support staff positions.
- The SESA FY21 financial audit is scheduled for the week of September 8, 2020.
- SESA adapted the Technical Assistance Readiness Indicator guide from the National Center on Deafblindness to help SESA assess district staff readiness to assist a student.
- Olivia Yancey updates the COVID-19 mitigation plan as state mandates change.
- SESA has purchased and installed servers with built-in fire protection at the recommendation of the legislative auditors.
- SESA has added a dropdown menu in Filemaker to allow specialists to document the time spent on material creation for students and school districts.
- SESA has a disaster plan and a mitigation plan in place.
- A return to work plan, for Fall 2020, is being developed.

b. Financial Report (*attached*)

- Finance report in Board Packet was prepared prior to expenditure of year-end payroll.
- FY20 budget has unspent funds due to the impact of Covid-19 on agency activities.
- Per Board recommendation, Northrim Bank will be contacted to explore higher yielding CD accounts, to improve the current fund balance investment portfolio.

10. UPCOMING MEETING DATES

a. FY21 Fall Meeting – Doodle Poll will be circulated to Board Members

11. BOARD COMMENTS/DISCUSSION

- Josh Gill: Thank you for the nomination as Board Treasurer. Thank you, Patrick, for your hard work and dedication. Everyone have a great summer.
- Dan Kaasa: We need to celebrate the how smoothly the legislative audit progressed.
- Don Enoch: Everyone is doing a great job and it is great being a member of the Board. Nice agency adaptation to providing service during Covid-19.
- Debbie Treece: It has been an interesting year. We have been able to be flexible and to have systems in place to handle whatever happened.
- Anna Attla: It's good to be back on the Board.
- Jeanne Gerhardt-Cyrus: Thank you Patrick, for your support in going through the legislative audit and with everything in general. Thank you to everyone.
- Patrick: Thank you to Olivia, April, Sonia and the staff at large. It was a productive year with everyone working together. Thank you to the SESA support staff for their hard work and adaptability. Thank you to Genevieve Hollins for provision of a high quality of financial services. Wishing the Board and SESA staff a wonderful summer.

12. ADJOURNMENT

Board President Jeanne Gerhardt-Cyrus entertained the motion to adjourn the SESA Board of Directors Business Meeting of May 28, 2020.

SESA Board of Directors  
Business Meeting  
Zoom  
May 28, 2020

Business Meeting Roll Call

Name	Present	Absent
Anne Applegate, Ex Officio		Excused
Anna Attla	X	
Meghan Clark	X	
Donald Enoch	X	
Jeanne Gerhardt-Cyrus	X	
Joshua Gill	X	
Dan Kaasa	X	
Elizabeth Lougee		Excused
Molly McManamin	X	
Debbie Treece	X	

**Staff:**

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

**Contracted Service Provider:**

Genevieve Hollins, Alaska Education and Business Services

**Guests:**

Kate Foster, Dept. of Education

**SESA Board of Directors Meeting  
May 28, 2020**

**ACTION ITEM FY20- 10  
SESA 2021 Operating Budget**

*As presented during the May 28,2020 SESA Board Work Session.*

**ROLL CALL VOTE**

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Anne Applegate, Ex Officio			
Anna Attla			X
Meghan Clark	X		
Don Enoch	X		
Jeanne Gerhardt-Cyrus	X		
Joshua Gill	X		
Dan Kaasa	X		
Elizabeth Lougee			Ex
Molly McManamin	X		
Debbie Treece	X		
TOTALS			

MOTION:    \_\_\_X\_\_\_ Passes        \_\_\_\_\_ Fails

**SESA Board of Directors Meeting  
May 28, 2020**

**ACTION ITEM FY20- 12  
Election of Treasurer**

*Move to elect Joshua Gill to the SESA Board Officer position of treasurer.*

**ROLL CALL VOTE**

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Anne Applegate, Ex Officio			
Anna Attla	X		
Meghan Clark	X		
Don Enoch	X		
Jeanne Gerhardt-Cyrus	X		
Joshua Gill			X
Dan Kaasa	X		
Elizabeth Lougee			Ex
Molly McManamin	X		
Debbie Treece	X		
TOTALS			

MOTION:    \_\_\_X\_\_\_ Passes        \_\_\_\_\_ Fails



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MOVED: Dan Kaasa  
SECOND: Anna Attla

The SESA Board of Directors Meeting was adjourned at 1:10 PM

Debbie Treece, SESA Board Secretary 6/5/20  
Debbie Treece Date  
\*\*\*\*\*