



3501 DENALI STREET, SUITE 101  
ANCHORAGE, ALASKA 99503

907.334.1300 PH  
844.404.1300 TF  
206.330.0306 FAX  
907.563.8284 TTY

*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*

Wednesday, March 24, 2021

9:30 AM - 10:10 AM

### **WORK SESSION NOTES**

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

The following Board Members participated in the Work Session on Wednesday, March 24, 2021: Jeanne Gerhardt-Cyrus, Elizabeth Lougee, Debbie Treece, Anna Attla, Donald Enoch, Elena Markova, Joshua Gill, Molly McManamin.

The following staff members participated: Patrick Pillai (SESA Executive Director), Olivia Yancey (Program Administrator), Sonia Szczesniak (SESA Executive Assistant), and Genevieve Hollins (Finance Manager, AKEBS).

#### **1. Updates: Senate Bill 19 & HB 43 – SESA Reauthorization**

*Patrick Pillai, Executive Director*

Meetings with the House and Senate have been going well and have been very positive. The Senate Finance Committee has recommended a 24% budget increase for Senate Bill 19. The increase would be incremental starting in 2021-2029. On Friday, March 26, 2021 Patrick is meeting with the legislature to discuss HB 43.

#### **2. Salary Increase - Classified Staff**

*Patrick Pillai, Executive Director*

Due to the fact that the certified staff received a 3% increase in their salary schedule according to the USESE FY21-FY23 Negotiated Agreement, Patrick would like to increase the classified staff salary schedule by 3% effective July 1, 2021.



### **3. Navia Amendment per Consolidated Appropriations Act of 2020**

*Patrick Pillai, Executive Director*

Navia is part of the 125 Plan that allows options for different levels of coverage for SESA staff. This amendment will allow any unused FSA money to be carried over into 2022. If an employee is terminated, the plan allows the employee to have access to the funds they contributed to the FSA account until the end of the term year. This amendment also allows for flexibility for the funds to be used over three years.

### **4. SESA COVID-19 Policy Update**

*Patrick Pillai, Executive Director*

Due to the expiration of the COVID Disaster Plan, SESA has allowed staff to come into the office according to SESA's COVID-19 policy. Staff have been working from home and in the office. SESA will not allow travel for the rest of FY21. Vaccination will be a confidential choice and not mandated by SESA. The Agency will keep vaccination records in a separate COVID-19 Vaccination file, the information will not be stored in employee files. Staff is considered fully vaccinated two weeks after the second dose is administered.

### **5. SESA Referral for Student Services**

*Olivia Yancey, Program Administrator*

Olivia presented a PowerPoint presentation on the new referral link that should be activated by the end of FY21. Currently SESA is using 123Contact for submitting online referrals. With this new system, clients are able to fill out an online referral form that will be linked to the SESA database. Olivia walked the Board through the referral so they could see all the steps and how the new platform will operate. Debbie Treece suggested that it would be beneficial to make the school dropdown list only list schools of the district designated for services. Jeanne Gerhardt-Cyrus discussed the Adoptive Parent option on the parent information tab. She queried the necessity if the parent is biological or adoptive.



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## **BOARD OF DIRECTORS MEETING**

*Zoom*

Wednesday, March 24, 2021

10:30 AM- 11:30 AM

### **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 March 24, 2021, Business Meeting to order at 10:31AM.
  - a. Board Roll Call  
Called by Sonia Szczesniak, SESA Executive Assistant (see attached Roll Call sheet).
  - b. Introduction of Staff and Guests  
Jeanne Gerhardt-Cyrus, President of SESA Board of Directors, introduced Staff and guests.
  - c. Reading of SESA Mission Statement  
Board Member Dan Kaasa read the SESA Mission Statement.
  
2. MEETINGS' NOTES AND MINUTES
  - a. Approval of December 3, 2020, Work Session Notes & Business Meeting Minutes (*attached*)

**MOTION to approve the Work Session Notes & Business Meeting Minutes of December 3, 2020**

**MOVED: Joshua Gill**

**SECOND: Donald Enoch**

**DISCUSSION: None**

**AYES: Unanimous**

**OPPOSED: None**

**MOTION PASSED**

3. APPROVAL OF BUSINESS MEETING AGENDA

MOTION to approve Business Meeting Agenda of March 24, 2021

MOVED: Debbie Treece

SECOND: Dan Kaasa

DISCUSSION: None

AYES: Unanimous

OPPOSED: None

MOTION PASSED

4. CONSENT AGENDA

a. None

**(Note: Consent Agenda means automatic unanimous approval of business listed under it.)**

5. PUBLIC COMMENT - 11:00 AM- 11:30 AM

NONE

6. CORRESPONDENCE TO/FROM THE BOARD

a. Communication from Dan Kaasa on retiring from teaching and from the SESA Board.

b. ACTION ITEMS

FY21-05 Navia Plan Amendment

Voice Vote

MOTION to approve Navia Benefits Plan Amendment per Consolidated Appropriations Act 2020 as presented during the March 24, 2021, SESA Board Work Session.

MOVED: Joshua Gill

SECOND: Debbie Treece

DISCUSSION: None

VOICE VOTE: See attached Action Item FY21-05 sheet for details.

AYES: Unanimous

OPPOSED: None

MOTION PASSED



FY21-06 Salary Increase for Classified Staff  
⇒ Roll Call Vote

MOTION to approve SESA classified salary schedule revised to reflect, as of July 1, 2021, a rate increase of 3%".

MOVED: Debbie Treece

SECOND: Dan Kaasa

DISCUSSION: None

ROLL CALL VOTE: See attached Action Item FY21-06 sheet for details.

AYES: Unanimous

OPPOSED: None

ABSTAIN: None

MOTION PASSED

8. EXECUTIVE SESSION  
None

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

SESA Executive Director Patrick Pillai presented his Executive Director's report (see attachment for details).

- Patrick discussed how COVID-19 has affected SESA thus far. SESA has made the submission of COVID-19 vaccine cards voluntary. There has been a reduction in TA requests for assistance. SESA is recognizing the importance of Specialists creating relationships with sites and parents. Use of technology will allow for hybrid services of distance education and travel in the future
  - Josh inquired if SESA received any COVID funds to help pay for increase of supplies. Patrick explained that SESA did not apply for the CARES funds due to the size of the agency.
- SESA reauthorization is moving along successfully.
- The multiple disabilities specialist position has been filled. The emotional disabilities specialist position is still vacant. SESA has participated in online job fairs such as CEC, PERC, and ATP. Hoping to find a candidate soon.

- All grants are doing well. Tyler Arsen, AKCAM grant coordinator, has been an exceptional specialist and will be taking on the roll as a .10 FTE ADA Compliance Coach in FY22. The Deaf Blind Project is providing TA to multiple districts and is working with the Mat-Su school district on training paraprofessionals to work as interveners for deafblind students.
- Teacher Loan forgiveness information was submitted to DEED since SESA is a non-profit employer thus qualifying for loan forgiveness.
  - Jeanne inquired about the program. Patrick explained that if a specialist has a federal student loan, if the paperwork is submitted and they meet the qualifications, they can apply to have the loan forgiven through the Federal Financial Aid Office.

b. Program Administrator's Report (*attached*)

SESA Program Administrator Oliva Yancey presented her Program Administrator's report (see attachment for details).

- Olivia presented data graphs on SESA student caseload, SESA productivity, materials distributed, and participants of SESA technical assistance.
  - Dan was impressed with the presentation and thought it was great that SESA can maneuver during COVID and to be able to maintain their service levels.
  - Debbie appreciated all the data and thought it was useful during SESA's presentations to the legislature. The information demonstrates the need for SESA and the Board wants us to keep that trend going.
  - Jeanne appreciated the great visuals. It was easy to understand the data presented.

c. Financial Report (*attached*)

Genevieve Hollins of AKEBS presented the financial report (see attachment for details).

- Genevieve started by presenting the overview of FY2021 expenditures. There is \$120,000 left in the fund balance due to no travel in FY21. \$35,000 of interest was earned on the CD's this year so far. Expenses are down this year overall, however AARC expenses are up due to allocating salaries to that grant.
  - Jeanne appreciates the visuals on the report. Clear and easy to understand.

10. BOARD COMMENTS/DISCUSSION

- Jeanne Gerhardt-Cyrus thanked Olivia for her presentation and is grateful for her troubleshooting and attention to detail. She thanked Patrick, Olivia, and Don on their good job on presenting to the legislature. Increase in funding will be great for SESA. She would like to see Tyler's presentation on ADA compliance. SESA has a wonderful group of people that go above and beyond. The staff should be acknowledged for all their work. She thanked Patrick for keeping the Board posted on the legislative reauthorization.
- Debbie Treece does not approve of Dan Kaasa's request to retire (jokingly). She stated that Dan will be greatly missed and thanked him for all that he has contributed to his career and SESA.
- Anna Attla congratulated Dan on his upcoming retirement and appreciates what he did for SESA.
- Elizabeth Lougee wished Dan good luck.
- Molly McManamin stated that losing Dan to retirement will be a huge loss and she wishes him well.
- Joshua Gill wished Dan good luck and thanked Patrick and his team.
- Donald Enoch stated that federal reports have gone out during COVID. There is a vacancy at the SPED department that needs to be filled. SESA is stronger than ever. COVID brought out the benefits SESA can offer to sites and parents. He also stated that it has been an honor and privilege to work with Dan and wishes him the best of luck.
- Elena Markova wished the best to Dan on his retirement. She is looking forward to May's Governor's Council Meeting. New goals and objectives will be made for the next five years.
- Dan Kaasa gives great regards to SESA maneuvering through this challenging year. SESA is able to offer unique services to the state. He commented that it was nice to hear the compliments and comments that the Board members expressed on his retirement. He hopes to have his replacement attend the last meeting. He addressed Don and stated he was grateful for the US Department of Education and coordinating the one-year alternative assessments for districts. He is excited for his new condo in Florida and many good years to come.
- Patrick Pillai stated how he has enjoyed working with Dan over the years. Dan is a strong advocate for students and will be missed. He stated that it has been wonderful to have a Program Administrator this year. Olivia brings expertise in her role and stepped-up technology for SESA. He thanked Sonia for her support of Olivia and SESA. He also thanked the SESA staff as a whole. Everyone at the Agency has stepped up this year. He is thankful for an amazing staff.



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11. ADJOURNMENT

Board President Jeanne Gerhardt-Cyrus entertained a motion to adjourn the SESA Board of Directors Business Meeting of March 24, 2021 after Public Comment Closes.

MOVED: Joshua Gill

SECOND: Debbie Treece

The SESA Board of Directors Business Meeting was adjourned at 11:30 AM.

Type text here

\*\*\*\*\*

*Deborah L. Treece*

5/25/21

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Debbie Treece

Date



**SESA Board of Directors  
Business Meeting  
Via Zoom  
March 24, 2021**

**ROLL CALL**

<i>Name</i>	<i>Present</i>	<i>Absent</i>
Elena Markova for, Ex Officio	X	
Jeanne Gerhardt-Cyrus	X	
Molly McManamin	LATE	
Joshua Gill	X	
Debbie Treece	X	
Meghan Clark		EXCUSED ABSENCE
Donald Enoch	X	
Dan Kaasa	X	
Elizabeth Lougee	X	
Anna Attla	X	

**Staff:**

Patrick Pillai, SESA Executive Director  
Olivia Yancey, SESA Program Administrator  
Sonia Szczesniak, SESA Executive Assistant

**Contracted Service Provider:**

Genevieve Hollins, Alaska Education and Business Services

**Guests:**

**SESA Board of Directors Meeting  
March 24, 2021**

**ACTION ITEM FY21-05**

*Navia Benefits Plan Amendment per Consolidated Appropriations Act of 2020*

[As presented during SESA Board Work Session]

**VOICE VOTE**

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Elena Markova for Anne Applegate, Ex Officio			
Jeanne Gerhardt-Cyrus	X		
Molly McManamin	NOT PRESENT FOR VOTE		
Joshua Gill	X		
Debbie Treece	X		
Meghan Clark	ABSENT		
Don Enoch	X		
Dan Kaasa	X		
Elizabeth Lougee	X		
Anna Attla	X		
TOTALS	7		

MOTION:      X   Passes           Fails

**SESA Board of Directors Meeting  
March 24, 2021**

**ACTION ITEM FY21-06**

*Salary Increase for Classified Staff*

[As presented during SESA Board Work Session Meeting]

**ROLL CALL VOTE**

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Elena Markova, Ex Officio			
Jeanne Gerhardt-Cyrus	X		
Molly McManamin	NOT PRESENT FOR VOTE		
Joshua Gill	X		
Debbie Treece	X		
Meghan Clark	ABSENT		
Don Enoch			X
Dan Kaasa	X		
Elizabeth Lougee	X		
Anna Attla	X		
TOTALS	6		

MOTION:      X   Passes           Fails

**Executive Director's Report**  
**March 24, 2021 Virtual Board Meeting**

**COVID-19**

1. Two staff members, independently had exposure to an individual who was COVID positive. Two consecutive tests were negative for each individual.
2. SESA has made voluntary the submission of COVID-19 vaccine cards. No information will be shared without the consent of the employee. We will however keep a list of people who have and who have not received the vaccination.
3. We experienced a reduction in the number of TA requests for assistance during the pandemic, but the intensity of service to a smaller number of sites increased.
4. Specialists created and sent out to districts specific materials to enhance teaching of concepts and content.
5. Service to parents increased due to students being educated at home.

**SESA Reauthorization**

1. Senate Bill 19, SENATORS STEVENS, Hughes, Begich, Gray-Jackson, Kawasaki, Micciche
2. SB19 heard in Senate Education and Senate Finance
3. House Bill 43, REPRESENTATIVE STORY, *Co-sponsors not posted as yet.*
4. HB43 – delayed due to House not being organized and COVID-19 exposure.
5. We are still hopeful our reauthorization will conclude early enough for us to research alternate premises.

**Governor's Council**

1. SESA specialists assisted the Governor's Council with the scoring of candidates for the Inclusive Practice Award and Paraeducator of the year.
2. Council members have been actively supporting SESA through the process of reauthorization, including submitting a letter of support, proactively checking if we need assistance with any aspect of the process, and providing updates of advocacy with senators and representatives.

**SESA Vacancies**

1. The multiple disabilities position has been filled and we continue to advertise the Emotional Disabilities Specialist vacancy. We interviewed one candidate and are currently talking to a second candidate who expressed an interest in the ED vacancy.
2. Multiple virtual fairs are being attended as well.
3. SESA vacancies were also highlighted at the ASSEC conference.

## **ASSEC**

1. Seven SESA specialists presented at ASSEC's Virtual Conference this year. Attendee numbers were much lower than past years but those who attended had more time to receive individualized feedback.

## **Technology**

1. Multiple technology projects led by Olivia and addressed in her report.

## **Alaska Center for Accessible Materials**

1. Tyler Arsen has proved to be an exceptional specialist. Website updated, multiple instructional videos created, currently completing a graduate program in VI and O&M, presented to staff on video descriptions for ADA compliance and being considered for a new SESA job designation of 1.0 FTE ADA Compliance Coach.
2. Tyler is fulfilling part of his required Orientation and Mobility practicum hours at Portland State University by working with Jacinda Danner, Mat-Su vision teacher and orientation specialist (a national VI teacher of the year).
3. FY22 AKCAM budget completed and sent to Genevieve.

## **Alaska Deaf Blind Project**

1. Angel Black (DB Project Specialist) has completed the 2020 census reporting (due by May, 2021).
2. The annual DB report will be received and submitted in March of this year. Planning for data collection was done in September 2020.
3. In addition to providing TA to multiple districts, Angel is facilitating, via the National Center on Deafblindness, a project for the Mat-Su school district to train some of their paraprofessionals to work as interveners for deafblind students.
4. Rebecca Sheffield is the new federal project officer assigned to Alaska. Next meeting with project office is on March 5, 2021.
5. FY22 DB grant budget completed and sent to Genevieve

## **Indicators Project**

1. Collection of data for Indicator 8 (parent's perception of involvement in their child's education) and Indicator 14 (Measures post school outcomes for students who had IEP's) is progressing per activity by the contractor David Tarcy.
2. Contractor requested a \$10,000 increase in funding due to inflation and increase of data capture costs. Request was conveyed to DEED and extra funding was received and added to grant revenues.
3. FY22 Indicators budget completed and sent to Genevieve.

**Other**

1. Teacher Loan forgiveness information submitted to DEED. SESA continues to be listed as a non-profit employer, qualifying SESA specialists for loan forgiveness.
2. Olivia and Patrick met with FY20 mentors and mentees to track effectiveness of program. One recommendation to administration was development of a self-assessment checklist to allow new specialists to be aware of the variety of skills necessary for effective consultation across schools.

Special Education Service Agency  
 Program Administrator's Report  
 March 24, 2021

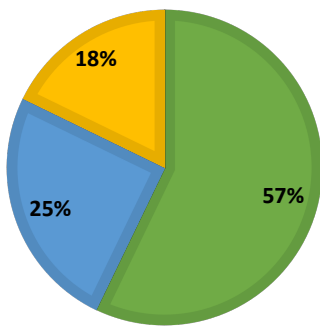
**SESA Student Caseload**

FY20 End	Served in FY21	Discontinued in FY21	Added in FY21
361	380	38	20

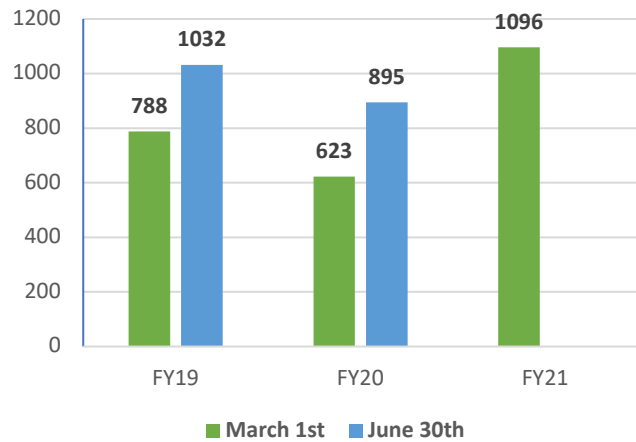
**SESA Productivity**

**LEVELS OF SERVICE FOR 343 ACTIVE STUDENTS**

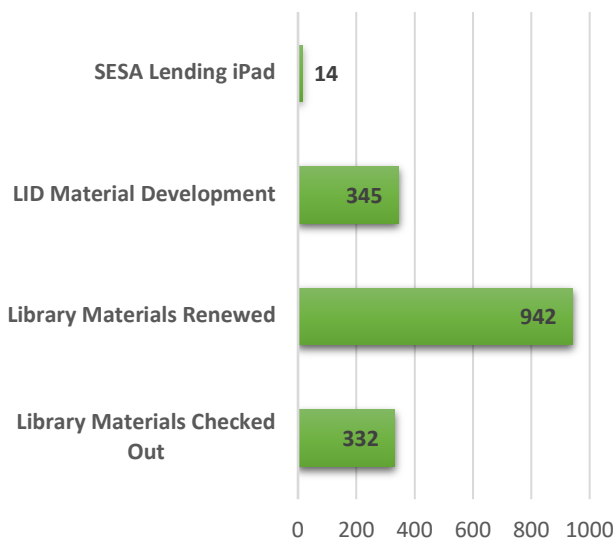
■ General (196) ■ Targeted (86) ■ Intensive (61)



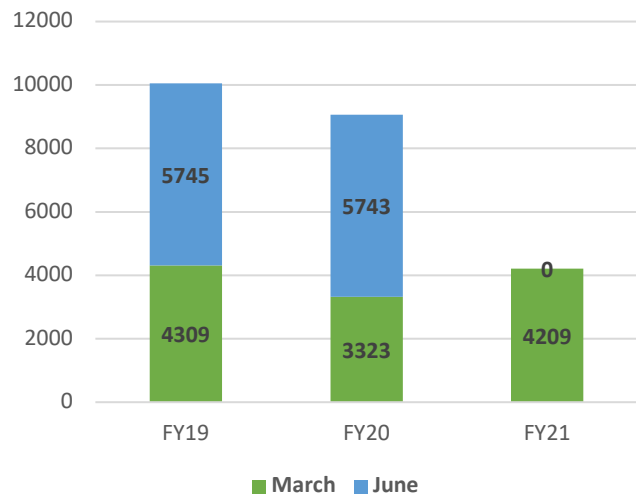
**MISSION SPECIFIC ACTIVITIES**



**SESA MATERIALS DISTRIBUTED**



**PARTICIPANTS OF SESA TECHNICAL ASSISTANCE**





## MEMORANDUM

**TO:** SESA Board of Directors  
**THROUGH:** Patrick Pillai, Executive Director  
**FROM:** Genevieve Hollins, Alaska Education & Business Services, Inc.  
**SUBJECT:** FY2021 Expenditures: July 1, 2020 through February 28, 2021  
**DATE:** March 3, 2021

<u>Funds</u>	<u>Current Budget</u>	<u>YTD Expended</u>	<u>YTD Encumb</u>	<u>% Expended</u>	<u>Available Balance</u>	<u>% Expended &amp; Encumbered</u>
100 - LID Entitlement/General Fund	\$ 3,216,500	\$ 1,409,240	\$ 777,355	43.81%	\$ 1,029,906	67.98%
232 - AARC	380,000	192,371	118,395	50.62%	69,234	81.78%
233 - Alaska Autism Walk	840	840	-	100.00%	-	0.00%
235 - AKCAM	150,000	89,160	55,258	59.44%	5,582	96.28%
238 - Indicators	160,000	67,280	91,353	42.05%	1,367	99.15%
350 - Deafblind	139,255	87,460	47,275	62.81%	4,520	96.75%
37X - AKMHTA Mini-Grants	1,319	521	798	39.50%	-	100.00%
<b>Totals</b>	<b>\$ 4,047,914</b>	<b>\$ 1,846,871</b>	<b>\$ 1,090,435</b>	<b>45.63%</b>	<b>\$ 1,110,608</b>	<b>72.56%</b>

Percent of Year Passed: 66.58%  
 Percent of Budget Expended: 45.63%  
 Percent of Budget Expended + Encumbered: 72.56%

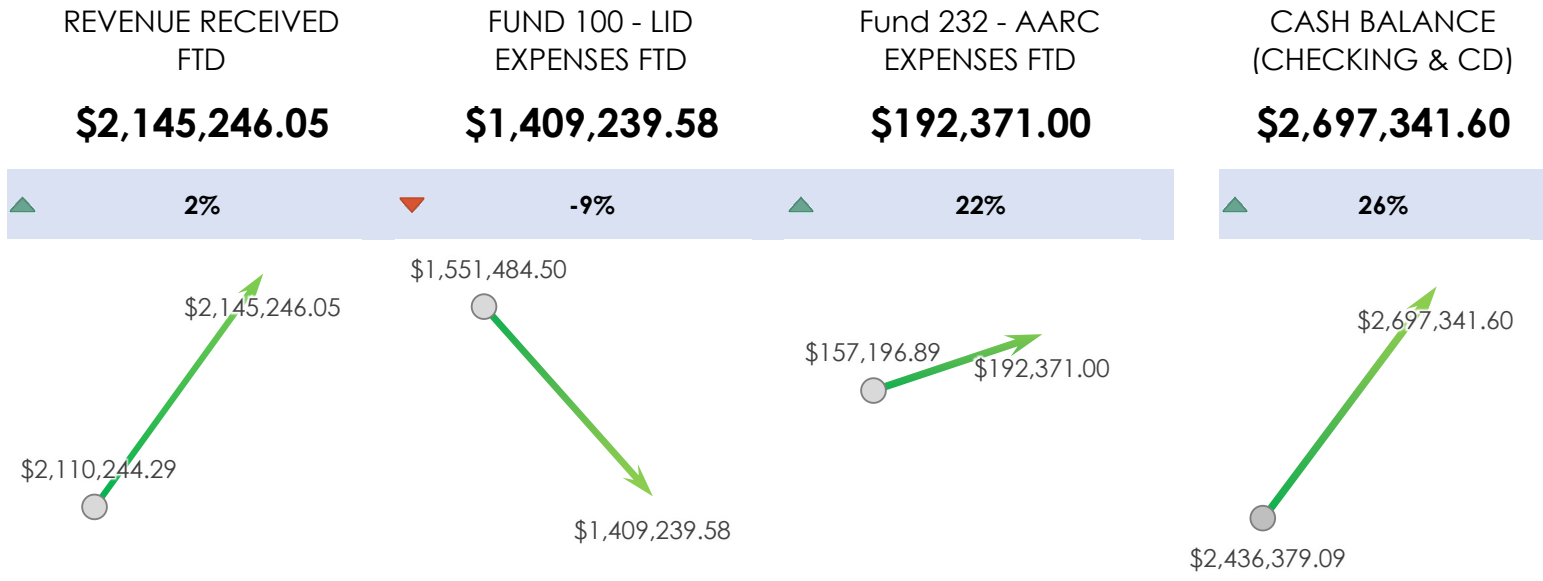
### Cash Flow

Average Daily Balance in Checking Account through February 28, 2021: \$ 1,034,349  
 Checking Account Bank Balance as of February 28, 2021: \$ 1,222,266  
 Bonus Rate CD Account Balance as of December 31, 2020: \$ 723,367  
 Jump Up CD 1 Balance as of December 31, 2020: \$ 250,801  
 Jump Up CD 2 Balance as of December 31, 2020: \$ 250,605  
 Jump Up CD 3 Balance as of December 31, 2020: \$ 250,302  
 TOTAL ALL ACCOUNTS: \$ 2,697,342



SPECIAL EDUCATION SERVICE AGENCY

FINANCIAL REPORT - JULY 1, 2020 - FEBRUARY 28, 2021



METRIC	PREVIOUS YEAR	REPORT YEAR	% OF CHANGE	
Revenue Received FTD	\$ 2,110,244.29	\$ 2,145,246.05	▲	<b>2%</b>
Fund 100 - LID Expenses	\$ 1,551,484.50	\$ 1,409,239.58	▼	<b>-9%</b>
Fund 232 - AARC Expenses	\$ 157,196.89	\$ 192,371.00	▲	<b>22%</b>
Fund 233 - AK Autism Walk	\$ 1,488.22	\$ 840.28	▼	<b>-44%</b>
Fund 235 - AKCAM	\$ 76,286.95	\$ 89,159.91	▲	<b>17%</b>
Fund 238 - Indicators	\$ 65,536.62	\$ 67,280.01	▲	<b>3%</b>
Fund 350 - Deafblind	\$ 62,837.89	\$ 87,459.73	▲	<b>39%</b>
Checking Account Balance	\$ 972,382.14	\$ 1,222,266.24	# ▲	<b>26%</b>
CD Balance	\$ 1,463,996.95	\$ 1,475,075.36	▲	<b>1%</b>