



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

Friday, September 24, 2021

9:32 AM - 12:07 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 September 24, 2021, Business Meeting to order at 9:32 am.
 - a. Board Roll Call
Called by Sonia Szczesniak, SESA Executive Assistant (see attached Roll Call sheet).
 - b. Introduction of Staff and Guests
Patrick Pillai, SESA Executive Director, introduced Staff and guests.
 - c. Reading of SESA Mission Statement
Executive Director, Patrick Pillai, read the SESA Mission Statement.

2. MEETINGS' NOTES AND MINUTES
 - a. Approval of May 25, 2021, Work Session Notes & Business Meeting Minutes
(attached)

MOTION to approve the Work Session Notes & Business Meeting Minutes of
May 25, 2021
MOVED: Debbie Treece
SECOND: Anna Attla
DISCUSSION: None
AYES: Unanimous
OPPOSED: None
MOTION PASSED

3. APPROVAL OF BUSINESS MEETING AGENDA

MOTION to approve Business Meeting Agenda of September 24, 2021

MOVED: Debbie Treece

SECOND: Donald Enoch

DISCUSSION: None

AYES: Unanimous

OPPOSED: None

MOTION PASSED

4. CONSENT AGENDA

a. FY22 Grant Awards (see attachment)

b. FY22 Employment Data (see attachment)

c. FY22 Classified Salary Schedule: starting step for new employee with a 4-year degree will start at Range 3/Column 2/Step 6.

(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

1. Letter from Governor's Council nominating Michelle Binkley as ex officio member to the SESA Board.

2. Letter from Alaska Superintendents Association electing Clayton Holland as association's representative to SESA Board.

3. Letter of Prequalification of Loan from Northrim Bank,

7. ACTION ITEMS

n/a

8. STANDING REPORTS

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

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

Patrick welcomed the new SESA Board members. He reviewed SESA's COVID-19 mitigation planning. Patrick discussed reauthorization and relocation; operational incidences; FY22 grant proposals which include AARC, Indicators, AKCAM, and DeafBlind; he reviewed the MD & ED vacancies that have been filled by Kristina Bower and Jessica Williams, there is still a vacancy for a second AARC specialist; and



congratulated Olivia for completing her Type B administrative certificate in May 2021, and mentioned the changes within the support staff.

Clayton Holland asked if there was any information in regards to COVID protocols that SESA wanted to pass on to the Superintendents group. Patrick stated that SESA is reacting and adapting to each district on a daily basis. Patrick stated that SPED Directors should communicate district directives to SESA.

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

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

Olivia presented information on SESA student caseload and SESA productivity for FY22. Information used on the report was retrieved September 10, 2021.

Debbie Treece thanked Olivia for presenting a picture of what has been happening with the LID program and also appreciated the personal comments SESA received via survey on SESA services and SESA specialists. Jeanne Gerhardt-Cyrus seconded Debbie's comments.

c. Financial Report (*attached*)

Genevieve Hollins of AKEBS presented the financial report (see attachment for details). She started by presenting the overview of FY 2021 expenditures from July 1, 2020 through June 30, 2021. Genevieve also discussed FY 2022 Expenditures from July 1, 2021 through September 8, 2021.

Genevieve reviewed FY21 fund balances. She stated that in the early September the annual financial audit took place. The results will be presented at the Winter board meeting.

Jeanne Gerhardt-Cyrus thanked Genevieve for the explanation and stated that Genevieve's reports and explanations make the financials easy to understand.

9. OFFICER ELECTIONS

Debbie Treece asked if officer duties can be shared? Jeanne Gerhardt-Cyrus reviewed the duties of Vice President and Treasurer with the Board. Jeanne opened the discussion up

for nominations for Vice President and Treasurer. She stated that an individual can nominate themselves.

Don Enoch nominated Clayton Holland for Vice President; Clayton declined nomination. Jeanne nominated Debbie Treece for Vice President; Debbie accepted nomination but will have to give up her position as Secretary. The Board will vote for Secretary at the next meeting. Debbie accepted the nomination and was voted in as Vice President.

Anna Attla nominated herself as Treasurer, Jeanne seconded the nomination. Anna accepted the nomination and was voted in as Treasurer.

10.. EXECUTIVE SESSION

MOTION to move into Executive Session to discuss succession planning and SESA Travel.

MOVED: Debbie Treece

SECOND: Clayton Holland

DISCUSSION: None

AYES: Unanimous

OPPOSED: None

MOTION PASSED

10. BOARD COMMENTS/DISCUSSION

- Don Enoch stated that he is happy with the SESA Board and looking forward for a good year to come.
- Anna Attla said it was a great meeting and she thanked everyone for her election to Treasurer.
- Clayton Holland stated it was a good first meeting. He is thankful for the efficiency of the Board and looks forward to being on the Board.
- Debbie Treece thanked everyone for the nomination of Vice President. She wished everyone to be safe and was glad to be able to have the option of conducting meetings online or in-person.
- Shelly Vendetti Vuckovich apologized for having to pop in and out of the meeting. She wanted to tell everyone that she is glad to be part of this Board.
- Michele Binkley stated that she is excited to a member of the Board. She has been in the SPED for over eighteen years and recognizes SESA as a special organization and admires the support given to teachers and students.
- Elizabeth Joseph attended her first meeting and is happy to be on the Board. It was a good first meeting and is excited to learn new things.

- Jeanne commented that she was happy to have Elizabeth on the SESA Board.
- Jeanne Gerhardt-Cyrus thanked Patrick, Olivia, and Sonia in their efforts to keep the quality of SESA going.
- Patrick Pillai thanked the Board for their time and also thanked Olivia and Sonia for their efforts and work.
- Olivia Yancy thanked the Board.

11. ADJOURNMENT

Board President Jeanne Gerhardt-Cyrus entertained a motion to adjourn the SESA Board of Directors Business Meeting of September 24, 2021.

MOVED: Debbie Treece

SECOND: Donald Enoch

The SESA Board of Directors Business Meeting was adjourned at 12:07 PM.



Shelly Vendetti Vuckovich

12/2/21
Date

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

ROLL CALL

<i>Name</i>	<i>Present</i>	<i>Absent</i>
Michele Binkley, Ex Officio	X	
Jeanne Gerhardt-Cyrus	X	
Debbie Treece	X	
Donald Enoch	X	
Anna Attla	X	
Clayton Holland	X	
Michaela Kolerok		X
Shelly Vendetti Vuckovich	X	
Jennifer Zucati-Pirtle		X
Elisabeth Joseph	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:

Myranda Walso, Governor's Council

Executive Director's Report
Board Meeting
September 24, 2021

Welcome to SESA

1. We extend a warm welcome to Michele Binkley, ex officio representative of the Governors' Council. Michele has a strong background in special education and is an asset both to the Council and SESA.
2. The Alaska Superintendents Association has elected Clayton Holland as their representative to the SESA Board. SESA has worked closely with Clayton in his role as special education director. We congratulate him on his transition to superintendency and value his input as a representative of the association, and his feedback as superintendent of a districts that receives SESA services.
3. To raise school district staff awareness of SESA resources we welcome district staff to visit SESA whenever they have the opportunity. Olivia has details of a BSSD visit in August.

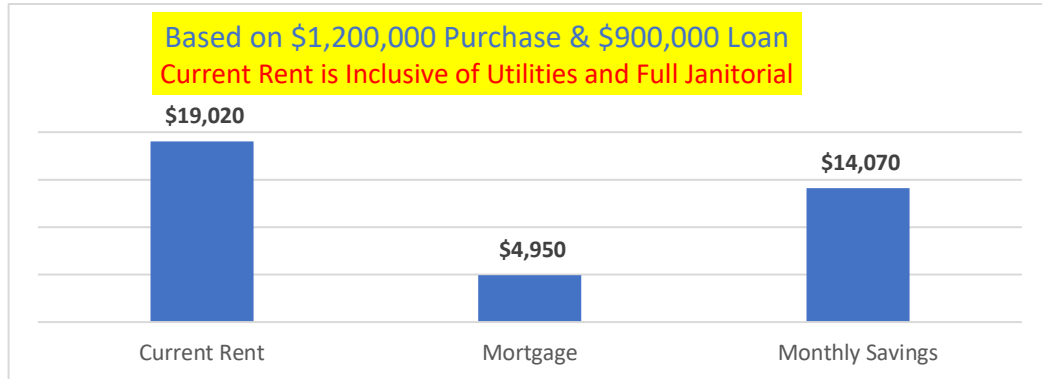
COVID-19 MITIGATION PLANNING

4. The COVID-19 Return to Work Plan (*attached*) was updated with new state and municipal guidelines. Additional guidelines addressed exposure to COVID-19 and testing positive to COVID-19.
5. We have so far had one employee test positive for COVID. This occurred during our first in-house in August which meant COVID-Exposure to all staff. The COVID positive employee, who observed the 14-day quarantine period received two negative COVID tests and has returned to work. Staff who were exposed to COVID tested negative in subsequent testing.
6. BinaxNOW COVID-19 RAPID TESTS were purchased and made available to specialists. It is an added tool should they question experienced symptoms whilst traveling in rural Alaska.

Reauthorization and Relocation

7. HB19 (Reauthorization of SESA) was signed in to law on June 29, 2021.
8. Board discussion last year addressed the high rent paid for the current SESA premises of 7439 square feet, \$19,020 monthly (\$228,240 annually). Discussion resulted in a motion to research rent vs. purchase, with intention to explore possibilities post reauthorization.
9. Northrim Bank updated a letter of mortgage prequalification by removing contingency of reauthorization (*attached*).
10. We are currently in a one-year lease with Jae Enterprises, LLC, with expiration on June 30, 2022. Tentative time line for agency relocation will be April to June, 2022. Actual timeline will be dependent on completion of needed/required tenant improvements.

- Post September 24, 2021 SESA Board meeting, SESA administrators will make contact with commercial realtors to gather information on options for renting or purchasing a building, for presentation to the SESA Board.



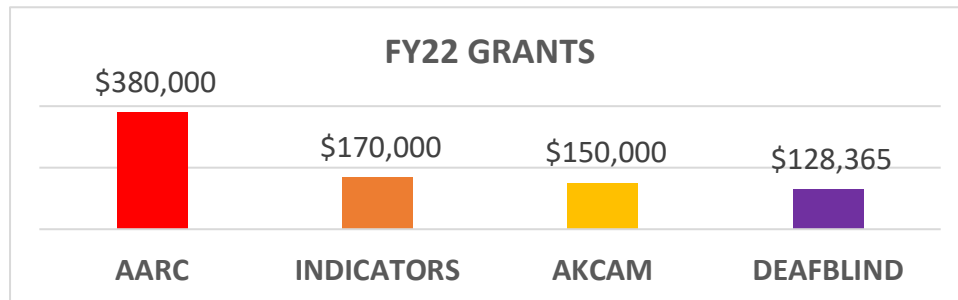
Breakdown of Costs				
			Total	
Cost of Building		\$ 1,200,000		
25% downpayment	\$ 300,000		\$ 300,000	Paid from fund balance (DEED funds)
Loan Amount at 2.875% (20 years)			\$ 900,000	
Tenant Improvements			\$ 200,000	
Closing Costs			\$ 18,000	
Total Purchase Costs			\$ 1,418,000	
Total Mortgage Cost (\$300,000 Downpayment)			\$ 1,118,000	
Reserves (3%)			\$ 36,000	Restricted/Designated in Fundbalance
Maintenance (5%)			\$ 60,000	Restricted/Designated in Fundbalance
Total Purchase Costs			\$ 1,514,000	
Moving Costs from Current Location			\$ 12,000	
Total Cost of Purchase, Reserves, & Relocation			\$ 1,526,000	

Operational

- SESA's FY22 insurance policy with RISQ Management is in force and first quarter payments processed. Coverage is the same as FY21, no additional coverage was purchased.
- In May, 2021 we had a brick thrown through the window of the technologist office. Incident was reported to police and window replaced by landlord.
- SESA has created travel policies, including clear documentation in itineraries, to ensure specialist safety and to ensure SESA compliance with district safety protocols.

Grants

15. In June 2021 grant proposals for AARC, INDICATORS, and AKCAM were entered in the grants management database, all three grants were funded.
16. Annual deafblind meeting with the federal grants project manager completed in August 2021. Annual performance report will be completed and submitted in March 2022. Census report for CY 2021 will also be submitted in March 2022.
17. INDICATORS Performance contract completed and signed by contractor David Tarcy for data collection on Indicators 8 & 14.



Vacancies

18. Kristina Bower, multiple disabilities specialist, is our recent hire to fill the multiple disabilities specialist vacancy and Jessica Williams is our recent hire to fill the emotional disabilities specialist position.
19. We continue to have an open vacancy for a second AARC specialist. Recruitment activity is ongoing.

Inspirational

20. Olivia Yancey (SESA Program Administrator) has begun classes towards completion of the Foraker Certificate in Non-Profit Management. Olivia completed her Type B administrative certificate in May 2021.
21. Sonia has juggled program assistant schedules and F.T.E.'s to help us manage support staff vacancies during the pandemic. Sonia has one temp in place (with option to hire) and is interviewing to fill a second vacancy. Miguel, previously a program assistant has been reassigned as a technology assistant.

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

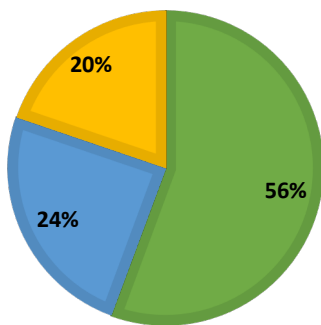
SESA Student Caseload

Served in FY21	Served in FY22	Discontinued in FY22	Added in FY22
384	329	16	14

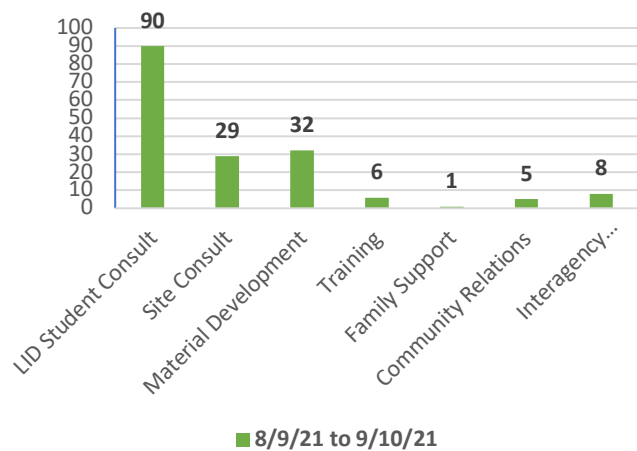
SESA Productivity

LEVELS OF SERVICE FOR 329 ACTIVE STUDENTS

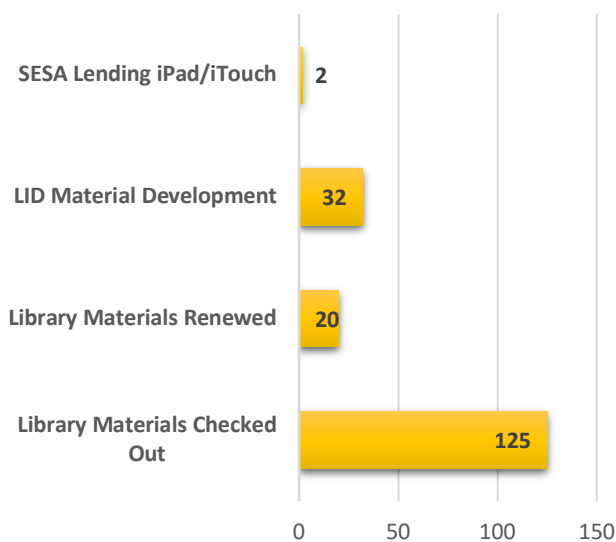
■ General (183) ■ Targeted (81) ■ Intensive (65)



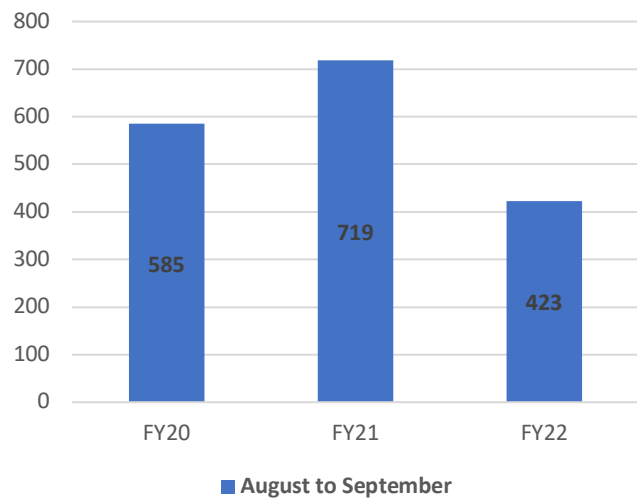
MISSION SPECIFIC ACTIVITIES



SESA MATERIALS DISTRIBUTED



PARTICIPANTS OF SESA TECHNICAL ASSISTANCE



Note: Date collected for FY22 September report was retrieved on September 10, 2021.



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 June 30, 2021
DATE: June 30, 2021

<u>Funds</u>	<u>Current Budget</u>	<u>YTD Expended</u>	<u>% Expended</u>	<u>Available Balance</u>
100 - LID Entitlement/General Fund	\$ 3,216,500	\$ 2,356,374	73.26%	\$ 860,126
232 - AARC	380,000	356,091	93.71%	23,909
233 - Alaska Autism Walk	8,650		0.00%	8,650
235 - AKCAM	150,000	145,832	97.22%	4,168
238 - Indicators	167,246	167,246	100.00%	(0)
239 - Discretionary Personnel	62,754	62,754	100.00%	-
350 - Deafblind	139,255	139,232	99.98%	23
37X - AKMHTA Mini-Grants	1,356	1,349	99.49%	7
Totals	\$ 4,125,761	\$ 3,228,878	78.26%	\$ 896,883

Percent of Year Passed: 100.00%
 Percent of Budget Expended: 78.26%

Cash Flow

Average Daily Balance in Checking Account through June 30, 2021:	\$ 1,133,864
Checking Account Book Balance as of June 30, 2021:	\$ 848,674
Bonus Rate CD Account Balance as of June 30, 2021:	\$ 724,919
Jump Up CD 1 Balance as of June 30, 2021:	\$ 251,984
Jump Up CD 2 Balance as of June 30, 2021:	\$ 251,787
Jump Up CD 3 Balance as of June 30, 2021:	\$ 251,172
TOTAL ALL ACCOUNTS:	\$ 2,328,536

<u>General Fund - Fund Balance</u>	<u>Prepays</u>	<u>Committed</u>	<u>Unassigned</u>	<u>TOTAL</u>
June 30, 2017 Balances	\$ 26,681	\$ 713,349	\$ 1,330,948	\$ 2,070,978
June 30, 2018 Balances	\$ 52,483	\$ 713,349	\$ 1,533,633	\$ 2,299,465
June 30, 2019 Balances	\$ 53,318	\$ 713,349	\$ 1,466,491	\$ 2,233,158
June 30, 2020 Balances	\$ 29,877	\$ 713,349	\$ 1,518,763	\$ 2,261,989
June 30, 2021 Balance	\$ 43,505	\$ 713,349	\$ 1,847,648	\$ 2,604,502

Notes:

Fund 232, AARC, has \$78,202.42 in Unearned Revenue, that DEED paid to SESA without it having been spent.
 Fund 233, Autism Walk, has \$24,172.58 in Fund Balance at year-end.
 Fund 241, PBIS Conference, has \$38.09 in Unearned Revenue, overpayment from DEED in previous years.



MEMORANDUM

TO: SESA Board of Directors
THROUGH: Patrick Pillai, Executive Director
FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
SUBJECT: FY2022 Expenditures: July 1, 2021 through September 8, 2021
DATE: September 8, 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 & Encumbered</u>
100 - LID Entitlement/General Fund	\$ 3,265,943	\$ 303,471	\$ 1,902,816	9.29%	\$ 1,059,656	67.55%
232 - AARC	380,000	32,742	170,439	8.62%	176,819	53.47%
233 - Alaska Autism Walk	3,940	3,595	345	91.24%	-	0.00%
235 - AKCAM	150,000	14,587	105,678	9.72%	29,736	80.18%
238 - Indicators	170,000	21,082	19,667	12.40%	129,252	23.97%
350 - Deafblind	128,365	9,872	85,425	7.69%	33,068	74.24%
	\$ 4,098,248	\$ 385,349	\$ 2,284,369	9.40%	\$ 1,428,530	65.14%

Percent of Year Passed: 19.18%
 Percent of Budget Expended: 9.40%
 Percent of Budget Expended + Encumbered: 65.14%

Cash Flow

Average Daily Balance in Checking Account through August 31, 2021: \$ 838,250
 Checking Account Bank Balance as of September 8, 2021: \$ 689,741
 Bonus Rate CD Balance as of September 8, 2021: \$ 724,919
 Jump Up CD 1 Balance as of June 30, 2021: \$ 251,984
 Jump Up CD 2 Balance as of June 30, 2021: \$ 251,787
 Jump Up CD 3 Balance as of June 30, 2021: \$ 251,172

TOTAL ALL ACCOUNTS: \$ 2,169,602

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

Officer Election Vice President

Debbie Treece Nominated

VOTE

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Michele Binkley, Ex Officio			
Jeanne Gerhardt-Cyrus	x		
Debbie Treece			x
Don Enoch	x		
Anna Attla	x		
Clayton Holland	x		
Michaela Kolerok			
Shelly Vendetti Vuckovich	x		
Jennifer Zucati-Pirtle			
Elizabeth Joseph			
TOTALS			

ELECTION: ___x___ Passes _____ Fails

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

Officer Election Treasurer

Anna Attla Nominated

VOTE

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Michele Binkley, Ex Officio			
Jeanne Gerhardt-Cyrus	x		
Debbie Treece	x		
Don Enoch	x		
Anna Attla			x
Clayton Holland	x		
Michaela Kolerok			
Shelly Vendetti Vuckovich	x		
Jennifer Zucati-Pirtle			
Elizabeth Joseph			
TOTALS			

ELECTION: ___x___ Passes _____ Fails