Steamboat Springs Education Fund Board

February 5, 2014; 5:30 PM

Human Service Center Board Room

Final Minutes

Education Fund Board Directors present included Kristi Brown, Jay O'Hare, Steve Paioli, Michael Loomis, Summer Johnston, Sam Jones, Jason Lacy and Kristin Wilson.  Also present were Vance Fulton (Hayden School District Board), Joey Andrew (SSSD Board) and Linda Thomas (EFB accountant).  Sarah Katherman prepared the minutes.

* **Call to Order:**

Kristi Brown called the Steamboat Springs Education Fund Board meeting to order at 5:35 PM.

* **Public Comment:**

There was no public comment.

* **Meeting Minutes – January 8, 2014:**

**MOTION**

*Sam Jones moved to approve the EFB meeting minutes of January 8, 2014 as presented. Jay O’Hare seconded.* ***The motion carried 7 – 0, with the Chair voting yes.***

* **Financial Report – Linda Thomas:**

Steve stated that he had reviewed the 2012-2013 IRS Form 990 and the 2012-2013 Audit Report, and had no issues to report regarding either document. He recommended approval of both.

**MOTION**

*Jason moved to approve the 2012-13IRS Form 990. Sam seconded.* ***The motion carried 7 – 0, with the Chair voting yes.***

**MOTION**

*Steve moved to accept the 2012-13 Audit Report, as presented.* ***The motion carried 7 – 0, with the Chair voting yes.***

Linda reported that two grant requests, totally $110,000 had come in since the January report had been sent out. The resulting balance will be approximately $125,000. Linda added that additional revenues should be coming in soon. She clarified that the updated budget report reflects the additional 5% in tax revenues, resulting in estimated 2014-15 funds available of $3,309,678.

Kristi reviewed the Budget Discussion handout, noting that in addition to the line items listed, $80,000 had been requested for a grant writer position and that there had been discussion of allocating $50,000 for the Innovation Grant program for next year. She offered that budgeting funds to the Innovation Grants upfront would allow the funds to get out the teachers early in the year. The resulting balance would be $524,678 to be divided among SSSD, Hayden and Soroco. Kristi reviewed the amounts that had been granted to each district in the past few years, adding that if the same amounts are granted, $200,000 would be left.

Sam asked about the “guarantee” of funds to SSSD. Kristi explained that SSSD had requested an estimate of what it could expect in funding next year for planning purposes. She stated that the minimum amount is for this year only, and that it is not a standing procedure to provide guarantees. The issue can be revisited next year.

**MOTION**

*Jay moved to set the total budget for the next grant cycle at $2,809,678. Summer seconded the motion.* ***The motion carried 8 – 0, with the Chair voting yes.***

* **Administration Expenses – Scanning Services:**

Kristi reviewed that Education Fund documents had been scanned through 2008, but that the documents accumulated since then have not been scanned. Scanning allows the documents to be secure and accessible on the website. She said that she does not anticipate the service will cost the full $1,000.

**MOTION**

*Kristin moved to approve an expenditure not to exceed $1,000 for administrative services. Jay seconded the motion.* ***The motion carried 8 – 0, with the Chair voting yes.***

* **Accountability Reports:**

Kristi reported that Barb Parnell had collected the information for the accountability reports, synthesized the data and developed the spreadsheet. She stated that the reports were discussed at the last Grant Commission meeting, where it was determined that the new application form should be beneficial in improving some areas of accountability. The EFB expressed general satisfaction with the accountability reports.

* **Community Outreach:**

Summer stated that last year 400 copies of a letter describing how EFB funds had been allocated had been printed out and made available to parents and the community. A link to the information was also provided on the EFB website. Summer stated that because very few of the hard-copy letters were picked up, this year the information will provided only through the website. She added that a letter of appreciation for the funding will be published in the *Steamboat Pilot and Today*, and ads will be broadcast on the radio. Kristi reviewed the proposal by Debbie Gonder to update and enhance the website. She also reviewed the presentations that had been made prior to the previous ballot measure in 2008. There was general agreement that the proposal was premature and that it was unnecessary to spend a significant amount on website improvement at this time. Michael offered that it was, however, important to keep the community engaged and work incrementally on promoting the Fund, rather than waiting until the tax comes up for renewal. Summer suggested that doing some community outreach in the fall would be a good tool for recruiting more people to get involved. Jay suggested having grant recipients submit photos, videos and information on their projects to document where the money goes, and to use in future presentations. Sam suggested developing a short video to communicate the impact of the grants. Joey noted the importance of obtaining parental waivers for such a project.

* **Policy/Procedure Review**

Jason reviewed the suggested changes. He said that four new sections were proposed: an investment policy statement, a document retention and destruction policy, a grievance procedure and a code of conduct. Kristi noted that a few years ago Mark Anderson had suggested that the Board conduct an annual review of its policies and procedures, using the Colorado Non-profit Association guidelines as a model. Michael commended the process and agreed that it was important that the policies be documented in writing.

**MOTION**

*Sam moved to adopt the amended policies and procedures as presented. Steve seconded.* ***The motion carried 8 – 0, with the Chair voting yes.***

* **Board and Commission Vacancies:**

Kristi reported that Glenn has accepted a new job in Seattle, so there is a vacancy on the Grant Commission. She said that it would be beneficial if someone could be found to fill the position that possesses technological expertise.

* **Conflict of Interest Statements**

Kristi said that she is lacking statements from Summer, Joey and Jamie.

* **Other Business – Testing & Technology**

Krisi reported that the technology grant request for testing would be included in the regular technology request. Joey stated that SSSD Board would meet tomorrow to discuss the proposal for a high school testing center. He noted that in addition to the state tests, the SAT & ACT tests are moving toward a completely online format, with few exceptions. He noted that the new testing requirements are an un-funded mandate from the state. Sam expressed concern that there had been so little lead-time on this issue. He suggested that SSSD technology might be better managed through a contract with a professional technology company. Summer noted that many parents are becoming increasingly frustrated with the testing requirements and the lack of readiness on the part of the District. There was a general discussion of the problem and its complexity.

* **Adjourn**

**MOTION**

*Jason moved to adjourn the meeting; Summer seconded.* **The Education Fund Board of Director’s meeting adjourned at 6:45 p.m.**