

Steamboat Springs Education Fund Board and Grant Commission

September 7, 2016

6:30 PM

Human Service Center Board Room

Education Fund Board Directors present included Sam Jones, Jay O'Hare, Summer Johnson, Cristina Magill, Jill Brabec, Norbert Turek, Kristin Wilson, Alissa Merage, Jeanne Mackowski, Kandise Gilbertson, and Margie Huron (SSBOE). Brian Hoza (HBOE) and Chuck Mitchell were absent. Others present included Linda Thomas (SSEF accountant). Sarah Katherman recorded the meeting and prepared minutes.

- **Call to Order:**

Sam Jones called the regular meeting of the SSEF Board to order at 6:30 p.m.

- **Public Comment:**

There was no public comment.

- **Board Member Comments**

All those present introduced themselves.

- **Meeting Minutes – June 1, 2016**

Cristina said she would send the final budget for inclusion in the final minutes for June. The revised budget will replace the one included in the draft minutes. Following a review of the motion that approved the new EFB and GC members in June, Sam suggested that the new GC members should properly be approved by the GC. This will be included on the agenda for the September 21, 2016 GC meeting.

MOTION

*Cristina moved to approve the minutes of the June 1, 2016 EFB meeting, as amended. Jay seconded the motion. **The motion carried unanimously.***

- **Summer Workshop recap**

Sam reviewed the summer workshops. He said that there had been a discussion of revising the grant cycle calendar in order to align the application due dates, make all grants payable in the same year and provide an equal opportunity for all types of applicants. In addition, the grants will be evaluated and awarded later in the fiscal year so that the estimated amount of money available for granting will be more accurate.

Sam said that Norbert had suggested moving away from a first and second reading format. There was a discussion of the need for two meetings to fully vet the districts' applications, but no decision was made regarding the need for two votes. The EFB decided to postpone any decision on this question of process until the October joint meeting of the EFB and GC. Sam said that another topic of discussion had been a multi-year communications plan to demonstrate the value of the SSEF to the community. Jeanne will spearhead this effort and will present a plan for discussion at the October meeting.

Sam reviewed the allocation model and the rough percentages that had been developed based on the average allocations over the past three years. He said that the percentage allocations used last year would also be used this year and reported on the budget discussion worksheet. He said that whether to include the charter schools in the allocation model had not been discussed. He said that one of the points that

should be communicated to school district applicants is the need for them to request around 10% more than the amount forecasted to be available. This will ensure that the SSEF has choices regarding what to fund and will streamline the award process if higher than projected revenues are collected. Sam said that the districts will also be asked to prioritize the requests made by the community groups as soon as the applications are submitted.

Margie asked for a clarification regarding the policy of the SSEF toward funding technology. Sam noted that technology has always been a very large percentage of what the SSEF funds. Summer stated that the technology requests used to be reviewed by a separate technology board. Kandise stated that the SSEF funds were originally divided into thirds, with even portions going toward reducing class size, technology and capital improvements. Each category was reviewed by a separate group. At that time, the SSEF funded 100% of the SSSD technology budget. She said SSSD has now assumed the funding for technology personnel positions. Kandise noted that another change is that the SSEF is now much more involved in deciding exactly how the money is spent. Cristina added that the nature of technology in the classroom has also changed. It is now an integral part of the infrastructure of the schools. Margie suggested that the SSEF make it very clear to the district superintendents that it wants to fund the student-facing elements of technology and not the basic infrastructure that, while necessary, no longer fits the mission of the SSEF as directly student-facing.

Sam added that some governance and by-law issues were discussed over the summer, and that Norbert would be working on cleaning up the documents and assembling an introductory packet for new members.

- **Financial Report**

Linda reviewed the financial statements for June 30, 2016 (fiscal year-end) and noted that the audit is underway. She stated that the June deposits of sales tax in April was down 9.9%, but that July deposits were up 9% and August deposits were up 11.8% over forecast. Sam emphasized that the amount available for granting is not actually known until the very end, and that the EFB must be careful not to spend money it doesn't have. Linda reviewed the cash flow cushion, and the accounting of the multi-year BOCES grant. She noted that the BOCES payment came at \$33,000 rather than \$38,000 this year. Linda stated that the cash position is somewhat inflated at this time because SSSD has not yet submitted their invoices for their 2016 grants. Following a discussion of what assumptions to use for this year's forecast, the EFB decided to forecast zero change from last year.

- **2016-17 Meeting Calendar**

Cristina noted that most of the significant changes in the process calendar apply to the GC, not to the EFB. She reviewed the calendar. Summer noted that parent-teacher conferences are scheduled for November 2nd. The EFB decided to reschedule this meeting to November 9th. Cristina noted that the March GC meeting will be held on the second Wednesday, also due to parent-teacher conferences.

- **Committees**

Governance: Norbert, Sam, Jay & Summer

Communications: Jeanne, Jill, Jay, Alissa & Sam

Finance: Cristina, Sam & Linda as advisor

Sam said that short committee reports would be included on future EFB agendas.

- **Agenda for October**

Sam said that in addition to the regular orientation, which will be updated, he will review the guidelines for the interaction between in applicants and the EFB and GC. He will review the roles and responsibilities of each party. In addition to the orientation, the agenda will include the calendar, the 1st & 2nd readings discussion and a summary of CC4E.

- **Adjourn**

MOTION

Norbert moved to adjourn the meeting; Jay seconded. **The Education Fund Board of Directors' meeting adjourned at 7:50 p.m.**