

Steamboat Springs Education Fund Board

Policies and Procedures

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1. Calendar

The Calendar shall be attached as Addendum A to these Policies, and shall be adjusted and updated throughout the year as necessary. The Calendar should be used as a guide for setting meeting agendas.

2. Directors, Elections, and Duties of Officers

A. SSEF Board Member Terms and Vacancies

The SSEF Board shall include 11 voting members, each for a term of two years, commencing July 1 of each calendar year. In April of each year, the SSEF Board will identify upcoming vacancies and recruit to fill those positions. Vacancies for at large positions shall be advertised in the newspaper and posted on the SSEF website. Applicants shall interview with the SSEF Board at the May meeting, and upon majority vote, be approved by the SSEF Board. The 4 non-voting school district board members will be appointed by the respective Boards of Education of each Routt County school district, 2 from Steamboat Springs and 1 each from Hayden and SOROCO.

B. Grant Commission Member Terms and Vacancies

The Commission shall consist of 11 voting members serving for a term of 2 years, commencing July 1 of each calendar year. In April of each year, the Commission will identify upcoming vacancies and recruit to fill the positions. Vacancies shall be advertised in the newspaper and on the SSEF Board website. Applicants to be considered must first be recommended to the SSEF by a majority vote of Commission members. The SSEF Board will interview and accept new Commission members by majority vote.

At the May meeting, the SSEF Board shall identify a slate of candidates for officers for the following year. (President, Vice President, Secretary, and Treasurer). Voting for officers shall take place at the June meeting, requiring majority vote for approval, and new terms shall commence July 1.

Duties of President:

1. Act as the official spokesperson for the SSEF Board.
2. Set agendas and calendar. Call additional meetings as necessary.
3. Act as liaison between the SSEF Board and the three Routt County school districts.
4. Proof accuracy of minutes before going to Board for approval.

Duties of Vice President:

1. Act as coordinator of any subcommittees formed by the SSEF Board.
2. Coordinate community outreach/public relations campaign, including annual reporting and presentations to civic groups and parent/student/faculty groups.
3. Prepare Requests for Proposals (RFP).

Secretary:

1. Record minutes during any executive session.
2. Maintain a collection of Meeting Minutes, Bylaws, Articles of Incorporation, Policies and Procedures, and any other official records of the SSEF Board, and shall have a copy of such available for reference at all meetings of the SSEF Board.
3. Oversee the maintenance of the SSEF Board website.
4. Oversee Board and Commission membership: vacancies/terms, recruiting, conflict of interest statements.
5. Pick up and distribute mail.

Treasurer:

1. Work with the accountant of the SSEF Board to accurately report the budget and financials of the Fund at each meeting of the SSEF Board.
2. Provide accurate financial reports to be available for the website and for presentations of the Fund to any community groups, local news agencies, school districts, government agencies, and the like.
3. Work with the accountant to review invoices and applications for payment of gift dollars, and issue checks as appropriate.

3. Request for Funding Proposals

A. Overview

All requests for funding from the SSEF Board are initiated through the Grant Commission.

B. Review and Approval of Funding Requests

Each funding request shall require two readings before a quorum of the SSEF Board. Funding requests shall be presented by SSEF Board representatives of the Commission, using the standard form approved by the SSEF Board, and with any supporting documentation and spokespersons. First Readings should be detailed proposals and presenters should be prepared to answer questions. Tracking performance and general accountability as to the efficacy of the program should be addressed. Any questions or requests for further information by the Board shall be recorded, and should be answered or supported at Second Readings. No voting occurs at the First Reading.

Second Readings should include answers to questions and any supporting documentation requested from the First Readings. Requests coming to a Second Reading may not be substantially changed from the original proposal in its intent and may not have increased in dollar amount. Second Readings shall occur at a separate meeting from the First Reading. If the SSEF Board determines that there is a critical and immediate need for funding, a Second Reading and vote on funding can be done at a special meeting of the SSEF Board.

Upon approval of Second Readings by a simple majority vote, the funded amount will be acknowledged in a letter to the requesting entity. The Board of Education or third-party recipient must accept or reject the funded amount in a response letter to the SSEF Board within thirty (30) days of receipt of the SSEF Board's letter that acknowledges the availability of the funded amount. Invoices and supporting documentation should be sent to the SSEF Board in December and May for payments to be made in January and June. Payments are to be made in arrears.

C. Funding Cycle

The annual funding cycle for proposals and the granting of gifts is January to May. In the event of an exceptional need, an out of cycle request will be considered on an individual basis.

4. Budget Allocation Process

According to the ballot language of Steamboat Springs Referendum 2B, approved by voters in November, 2008, "...the City authorizes the [SSEF Board] to share, in its sole discretion, some portion of the ½ cent sales tax with the other school districts in Routt County in addition to the Steamboat Springs RE-2 School District."

The SSEF Board shall annually consider the needs of the three Routt County school districts, balanced with the projected revenue from the tax, to determine the allocations for each fiscal year.

At the beginning of the allocation process, a projection of sales tax revenue will be made for the following year. The SSEF Board will discuss and determine the amount of money to be held in reserve and the amount to be allocated for funding requests. Projected funding of administrative costs and any Grant Writer will be subtracted from the total allocation prior to consideration of Commission requests.

5. Third-Party Organization Proposals

The 1/2 cent sales tax is intended to support K – 12 educational purposes for the students of Routt County enrolled in one of the three public school districts. Any request for funding paid to a third-party organization (any entity other than one of the three Districts) must be aligned with the educational programs of one or more of the three public school districts. A third-party request must show that a demonstrated need in student achievement, support or services exists and include a viable plan to improve student learning.

6. Accountability Reporting

A. Financial Audits

A final year-end external audit report shall be prepared for the City of Steamboat Springs and its taxpayers that accounts for all funds, and will include a copy of the electronic grant request form. The purpose of this audit is two-fold. First, the audit shall demonstrate that funds are being responsibly managed. Second, the audit shall help to build a body of evidence that can be used to encourage taxpayers to renew the funding source at the end of the existing approved ballot initiative.

B. Grant Audits

Periodic and random audits of specific grants may be done by the Commission. All grant requests over \$25,000 should have metrics to evaluate success included in the original grant request.

1. Audits may be randomly performed on any grant awarded.
2. Any program that is largely the same and is funded for 3 consecutive years should be evaluated by the Commission to determine whether the intended benefit is still being obtained.
3. Audit reports will be provided to the SSEF Board.

7. Cash Disbursement Approvals

A. Form of Payment

All disbursements from the Fund shall be made by a check drawn on the financial institution approved by the SSEF Board and signed by two officers of the Fund.

B. Invoices

Disbursements from the Fund shall be made only in response to a formal written invoice signed and dated by the party requesting payment.

1. Disbursements for Services to the Fund. Invoices for goods and/or services provided to the Fund will ordinarily be paid on a monthly basis coordinated with the monthly meeting of the SSEF Board. Such invoices and other supporting documents must set forth, in reasonable detail, the goods and/or services which have been provided to the fund and must be received by the SSEF Board at least one week prior to the monthly meeting to be considered for payment at that meeting.
2. Disbursement of Grants Awarded by the Fund. The Fund ordinarily makes payments to Grantees on an arrears basis, up to twice each year, subject to the availability of funds. Invoices

requesting such reimbursement must be prepared for each grant, setting forth the amounts being sought for payment. Such invoices must include such backup documentation as is reasonably sufficient for the SSEF Board to determine that the funds were expended by the Grantee for the purposes set forth in the Grant as approved by the SSEF Board. Grantee's invoices must be submitted to the Board at least thirty (30) days prior to the SSEF Board meeting at which such payment is requested.

3. Review of Invoices by the SSEF Board. All invoices requesting a disbursement from the Fund must be reviewed and initialed by at least two officers of the SSEF Board prior to payment. Review shall ensure that reimbursement receipts match the grant funds approved by the SSEF Board.

8. Extensions and Rescissions

The Grant Commission shall report potential rescissions to the SSEF Board in October. Requests for extensions will be presented to the SSEF Board with any supporting information and voted on by members in November. Rescission funds pass back into the general fund of the SSEF Board, and do not remain part of the budget at the Commission level, i.e. the Commission cannot then reallocate those funds to another project.

9. Conflicts of Interest

At the November Board and Commission orientation meeting, the Conflict of Interest Disclosure Form shall be completed by each new and existing Director and Member, and filed with the secretary. Additionally, any conflict of interest shall be disclosed verbally to the Board or Commission at the time one becomes evident.

10. Bylaws and Policies Review

The Secretary shall record suggested changes to the Bylaws and Policies as suggested by Board members throughout the year. A subcommittee shall be formed in August to review the Bylaws in odd numbered years and Policies in even numbered years, presenting the suggested changes to the SSEF Board for adoption.

11. Agendas and Notice of Meetings

A schedule of meetings for the year shall be adopted in August and posted on the website. Agendas shall be developed by the President using the Calendar as a guide, and should be distributed to the SSEF Board prior to each meeting. Public notice of meetings shall be posted at least 24 hours in advance on the SSEF Board website, and shall be provided to each of the Administrative Offices of the three public school districts for distribution. All meetings of the Commission and the Board are open to the public.

12. Organizational Principles and Practices

In August, the SSEF Board shall appoint members to a Governance Subcommittee. The subcommittee shall review the Colorado Nonprofit Association's Principles and Practices for

Nonprofit Excellence in Colorado and complete the Basic Infrastructure Checklist. The subcommittee shall utilize the services of legal counsel and the contracted accountant as necessary. A report of the subcommittee's findings shall be provided to the Board at the January meeting.