

Steamboat Springs Education Fund Board & Grants Commission
October 3, 2018
5: 30PM
Human Services Board Room

Education Fund Board Directors present included Sam Jones, Cristina Magill, Jill Brabec, Norbert Turek, Jon Wade, Julie Tourigny and Adam Alspach. Grants Commission members present included: Jenny Maxwell, Beth Wilhelm, Katie Armstrong, Susan Petersen and Amber Delay. Also present was prospective GC member Kezia Zuber; and Linda Thomas (SSEF accountant). Sarah Katherman prepared the minutes.

- **Call to Order:**

Sam Jones called the joint meeting of the Steamboat Springs Education Fund Board to order at 5:30 PM.

- **Public Comment:**

There was no public comment.

- **Board and GC Representative Comments**

There were no comments.

- **Advisory Board:**

Sam reviewed the function of the advisory board and stated that dialogue between the EFB and advisory board members would usually occur during this time slot of future meetings. He added that if advisors want to discuss a particular topic, they are welcome to request time on the agenda.

- **GC Candidate Interview – Kezia Zuber**

Kezia stated that she had grown up in Hayden, where she now teaches Special Education. She lives in Steamboat, where she has previously taught. She said that she had also taught in South Routt and North Routt and had worked with Partners in the past. She stated that she has a broad understanding of the diverse needs of students in Routt County, and would be able to be unbiased in her evaluation of grant applications. Jenny reviewed the GC processes and tasks. She said that because only one application had been received to fill the Hayden position, the GC would continue to solicit applications, and decide on a candidate in January.

- **Meeting Minutes – September 4, 2018:**

MOTION

Cristina moved to approve the EFB meeting minutes of September 4, 2018 as written. Sam seconded. The motion carried unanimously.

- **Change of SSEF term length**

Sam reviewed the proposal to increase the length of EFB and GC member terms from two to three years. He said that the proposed change would improve continuity and reduce the potential for disruption that could result if a significant portion of the EFB or GC membership turned over in a single year. Some current members' terms would need to be adjusted to accomplish a rotating schedule of expirations. The details regarding altering the terms of current members will be decided separately.

MOTION

Cristina moved to amend the SSEF by-laws to state that EFB and GC terms shall be three years in length. Jon seconded. The motion carried unanimously.

- **Committee Reports**

- Communications – Sam reported that the campaign to renew the sales tax that supports the SSEF was going very well.
- Governance – Sam stated that this year the EFB would be reviewing the SSEF Policies & Procedures. The only change to the By-Laws this year will be the change in term length.

- **Financial Report**

Linda reviewed the financial reports, as included in the meeting materials. She noted that the October deposit was up 4.7% over forecast. Fiscal year-to-date deposits are up 7.85% over forecast. The total funds projected to be available are \$4,135,481 (before taking out the cash flow cushion), which is approximately \$500,000 less than was available last year. Sam stated that this is because SSEF began last year with a large surplus that was then spent down, resulting in a record year of funds awarded to the schools. He noted the importance of managing the expectations of the grant applicants going into the application cycle.

Sam reported that the annual audit had been successfully completed.

- **Board and Commission Orientation**

Sam reviewed the structure of the EFB and the GC, the funding source for the Education Fund and presented a summary the funds that have been granted over the years. He stated that the allocation model serves as a guideline for the allocation of funds and is based on historical funding. It is not prescriptive. Sam reviewed the SSEF mission statement and presented the sales tax renewal language that will be on the November ballot. He noted that the ballot measure calls for funds to be spent on “educational purposes” without further specificity. Sam described the three different types of grants awarded by the SSEF: District, Community Group and Innovation.

Sam stated that in an effort to include the districts in the decision making process regarding the community programs that are supported by the SSEF, each district will be given the opportunity to rank the Community Group Grant applications for programs that serve their districts.

Sam stated that the SSEF governing documents are available in the meeting materials. He noted that EFB and GC members must abide by the duty of care and duty of loyalty regarding the organization. He reviewed the roles of the EFB, the GC, the advisors, and the applicants in the process, noting that the districts should focus on needs, not allocations. Regarding accountability, Sam stated that the grant recipients should focus on the outcomes of funded programs, rather than only cataloguing the outputs (what was purchased, the number of kids served, etc.). Jill suggested that even though EFB members are not involved in the in-depth review of the applications, they have an obligation to read the applications and to be familiar with what is being funded. Beth offered that reading the accountability reports is also very important and informative.

- **Grant Writer Annual Report**

Karla Setter, the grant writer whose salary is funded by the SSEF, reviewed the spreadsheet (included in the meeting materials) detailing the grants she had applied for and the amount of grant funds awarded, broken down by district, since she took the position in 2011. In the 2017-18 year, her efforts resulted in

\$2,094,520 in grant funds going to the school districts in Routt County. Karla stated 82% of the grants she applied for last year were funded. The spreadsheet also includes a detailed breakdown of the specific grants. Karla discussed the differences in grants that are available for the Hayden and Soroco schools versus the Steamboat schools. She stated that many grants are needs-based. There was a discussion of how MVMCS could benefit from a grant writer. Karla said that she does not have the band-width to take on another school. Susan suggested that an assistant working under Karla might address this issue. Jenny suggested that the category of “collaborative grants” could be expanded to include grants that would leverage SSEF funds, even if those grants were not strictly collaborative.

- **Agenda Items for November meeting**

- Policies & Procedures
- Audit and tax returns
- Systems and processes for grant application review
- Rescissions

- **Adjourn**

MOTION

Jon moved to adjourn the meeting; Jill seconded. The EFB meeting adjourned at 7:00 p.m.