

STEAMBOAT SPRINGS EDUCATION FUND BOARD
April 6, 2011; 5:30 pm
Human Service Center Board Room 1st Floor
Agenda

1. 5:30 Call to Order
2. 5:31 Public Comment
In order to assure public awareness of and involvement in the activities of the Steamboat Springs Education Fund, this portion of the Board meeting is available to the public to discuss any item related to the Fund. The maximum time allowed for the discussion of any single subject will be three minutes. If more time is required, the topic may be placed on the agenda of a future Education Fund Board meeting to allow more time.
3. 5:40 Commission Reports and Board Comments
4. 5:50 Approval of Additional \$830.58 to RMII for Document Scanning
5. 6:00 2nd Readings Cap/Tech
6. 6:15 2nd Readings Ed Ex
7. 6:30 Prioritize 2nd Readings
8. 7:30 Approve 2011-2012 Annual Budget (Action Item)
9. 7:50 Other Business
10. 8:00 Adjourn

Supporting Documents:

Action Item Summary RMII
Invoice from RMII for Document Scanning
Estimate from RMII for Document Scanning
Requests for Funds can be viewed at www.steamboateducationfund.org
Grant History 2009/10 and 2010/11
Budget Worksheet

Upcoming Agenda Topics:

District Consolidation Study Discussion
Commission Structure
Policies and Procedures
EFB Philosophy – Funding Core vs. Extra Programs
Annual Report to the City
Upcoming Board and Commission Vacancies

Education Fund Board

Agenda Item Summary

Date: April 6, 2011
Item: Scanning EFB Documents

Board Action: Action Item
 Discussion/Direction

Request or Issue:

The EFB is in receipt of the final invoice from Rocky Mountain Microfilm and Imaging Inc (RMII) for scanning of the documents we have collected over the last 17 years. The invoice total is \$2,830.58, which is \$830.58 more than was approved by the EFB on 12/1/10.

Actions Requested:

- a. **Approve an additional \$830.58 for scanning document services.**
- b. **Approve the destruction of the hard copies of documents scanned to DVD.**

Background Information:

Based on a perfunctory inventory of the number of boxes, RMII estimated the work of preparing and scanning the meeting minutes and supporting documents (not financial documents) at \$1,589.80.

At the 12/1/10 meeting the EFB authorized the hiring of RMII to scan these documents as well as add the financial documents to the scope of work in an amount not to exceed \$2,000. The relevant section of the approved 12/1/10 minutes is as follows:

9. Authorization for Contract for Document Scanning:

Kristi received a best-guest estimate of \$ 1,589 from Rocky Mountain Imaging (RMI) for scanning hard-copy EFB minutes. Kristi also received a bid of \$ 1,200 from a local company. Since the bid is only an estimate, Kristi is plugging in \$ 2,000 for approval. The RMI proposal may or may not include a \$ 32.00/ month fee to have all the documents available on a searchable database. Roger suggested going forward with the scanning and believes there are cheaper options for search ability. RMI's quote includes the minutes and not any other any financial documents such as bank statements. *Roger made a motion and Dean seconded, to approve the scanning of all documents, including the financials documents but to not make a decision for online storage at this time and to forego the 30-month trial period offered by RMI in amount not to exceed \$ 2000. Roger amended the motion to give Kristi the authority to choose the vendor. Dean accepted the amendment.*

Vote: 10 Yes 0 No *The motion passed unanimously.*

Increasing the scope of work to include the financial documents resulted in additional cost for the work performed above the amount of \$2,000 authorized by the board on 12/1/10. The cost for scanning of the meeting minutes was well within the estimate given. We never requested an estimate from RMII for scanning the financial documents.

Supporting Documentation:

Invoice from RMII
Estimates from RMII



Estimate of Conversion Costs

Board Minutes

Education Fund - Steamboat Springs

November 11, 2010

Image Estimate	Total boxes (15")		12		
	Total Binders		25		
	Pages per binder		550		
	Total pages		13,750		
	% double sided		10 %		
	Total images		15,125		
File Index Estimate	Images per record		30		
	Total records		504		
	Total indexes	hand	504	1	Date
		Auto Fill	504	1	Description
Storage Estimate	Storage needed	0.6 gb		25,000	

			<u># units</u>	<u>per unit</u>		<u>total</u>
Cost Estimate	Box pickup and destruction	per box	12	\$ 17.00	\$	204.00
	Document preparation	per box	15,125	\$ 0.0085		128.56
	Scanning	per image	15,125	\$ 0.0765		1,157.06
	Indexing	hand	504	\$ 0.0638		32.14
		repeating	504	\$ 0.0085		4.29
						\$
	DVD Master		1	\$ 42.5000		42.50
	DVD Copy		1	\$ 21.2500		21.25
						1589.80

Retrieval Software

Image Silo - Online storage and retrieval 1GB @ \$ 32.00 \$32.00/Month

Rocky Mountain Microfilm and Imaging, Inc.
1540 El Paso Blvd.
Denver, CO 80221
(303) 427-0625 • (303) 427-0638 (fax)
www.mmm-i.com



1540 El Paso Blvd.
Denver, CO 80221
(303) 427-0625
info@rmm-i.com

Invoice

Steamboat Springs Education Fund
P.O. Box 776047
Steamboat Springs, CO 80477

	Date	Invoice #
	3/16/2011	11944
P.O. Number	Terms	Rep

Description	Quantity	Rate	Amount
Financial Reports			
BOX PICKUP AND DESTRUCTION - BOCES RATE	5	17.00	85.00
DOCUMENT PREPARATION - BOCES RATE	16,708	0.0085	142.02
IMAGES SCANNED - BOCES RATE	16,708	0.0765	1,278.16
INDEX FIELDS - BOCES RATE	246	0.06375	15.68
INDEX FIELDS - BOCES RATE (REPEATING)	246	0.0085	2.09
Minutes			
BOX PICKUP AND DESTRUCTION - BOCES RATE	11	17.00	187.00
DOCUMENT PREPARATION - BOCES RATE	11,968	0.0085	101.73
IMAGES SCANNED - BOCES RATE	11,968	0.0765	915.55
INDEX FIELDS - BOCES RATE	548	0.06375	34.94
INDEX FIELDS - BOCES RATE (REPEATING)	548	0.0085	4.66
CD-ROM MASTER - BOCES RATE	1	42.50	42.50
CD-ROM COPIES - BOCES RATE	1	21.25	21.25
T Sales Tax		4.85%	0.00
		Total	\$2,830.58

Thank you for your business!

Any Document, Anytime, Anywhere

Steamboat Springs Education Fund
 Grants Approved & Paid
 July 1, 2009 through June 30, 2011
 (In Dollars)

	Total Approved Amount	Total Grants Paid
	Current Year	Prior Year
	7/1/10 - 6/30/11	7/1/09 - 6/30/10
Capital Commission		
Steamboat Springs School District:		
Midde School Expansion		495.00
School Safety Project Manager		8,878.95
Theater Improvements 2010		90,000.00
Total Capital Commission - Steamboat Sp	(none)	99,373.95
Hayden School District:		
Hayden Elem Fire Alarm Overhaul		10,000.00
Total Capital Commission - Hayden	(none)	10,000.00
Community:		
Entrance Covers North Routt Ch		14,144.00
Total Capital Commission - Community	(none)	14,144.00
Total Capital Commission	(none)	123,517.95
Education Excellence		
Steamboat Springs School District:		
Class Size Reduction/Small Class Size	624,000.00	800,000.00
Counselors	67,500.00	75,000.00
English Language Acquisition/ELL Staff	159,700.00	183,000.00
Gifted & Talented	131,500.00	155,000.00
Spanish Language Instruction/Elementary Spa	100,000.00	110,000.00
Staff Development	40,000.00	50,000.00
Total Education Excellence - Steamboat S	1,122,700.00	1,373,000.00
Hayden School District:		
Hayden Acuity Testing		9,813.00
Hayden Intervention Support Spe	19,220.00	
Hayden MS Intervention Para		21,315.80
Total Education Excellence - Hayden	19,220.00	31,128.80
South Routt School District:		
South Routt Curriculum Consultant		13,785.54
South Routt Curriculum Mapping	9,000.00	
South Routt Every Child a Writer	20,130.00	
Total Education Excellence - South Routt	29,130.00	13,785.54
Community:		
Community Cultivation		5,000.00
School-Based Mentoring	50,000.00	50,000.00
Yampatika No Child Left Inside	4,950.00	
Yampa Valley Science School	28,000.00	35,000.00
Total Education Excellence - Community	82,950.00	90,000.00
Total Education Excellence	1,254,000.00	1,507,914.34

Technology Commission

	<u>7/1/10 - 6/30/11</u>		<u>7/1/09 - 6/30/10</u>	
Steamboat Springs School District:				
Accelerated Reader 2010			5,000.00	
Data Analysis	18,000.00		19,999.20	
Maintenance	27,500.00		27,500.00	
Marmot	23,500.00		30,000.00	
Online Database	20,000.00		17,999.12	
Staff/Hard/Soft/Net	658,300.00		797,971.00	
Student Info Systems	25,000.00		25,000.00	
Training 2010			25,000.00	
Video Production 2010			7,500.00	
Total Technology Commission - Steambo	772,300.00		955,969.32	
Hayden School District:				
Hayden Desktop/Laptop	15,540.00			
Hayden Reading Renaissance	7,200.00			
Hayden Smart Board	7,404.00			
Hayden Stand Softw License	7,100.00		6,113.68	
Hayden Subnet Intenet Access			15,376.00	
Hayden Support Personnel	49,839.00		49,109.80	
Hayden Unified Wireless Network	2,700.00			
Total Technology Commission - Hayden	89,783.00		70,599.48	
South Routt School District:				
South Routt Desktop PC Hardware	30,000.00		53,000.00	
South Routt Desktop PCD HW2			15,236.00	
South Routt Financial Software	56,800.00			
South Routt Server Hardware			5,000.00	
South Routt Server Hardware2			988.00	
Total Technology Commission - South Rou	86,800.00		74,224.00	
Total Technology Commission	948,883.00		1,100,792.80	
Unallocated				
Grant Writer	80,000.00		71,609.82	
Total Unallocated	80,000.00		71,609.82	
Administrative Expenses				
Accounting	9,492.00		11,276.04	
Advertising	139.00			
Audit	5,856.82		4,000.00	
Bank Service Fees				
Board Expenses	300.00		350.00	
Insurance	1,700.00		1,663.00	
Legal Services	5,224.31		2,016.66	
Postage	44.00		44.00	
Secretarial	3,375.60		6,166.63	
Supplies	112.25		189.78	
Website	705.45		340.95	
Administrative Expenses - Budgeted Not Yet F	3,050.57			
Total Administrative Expenses	30,000.00		26,047.06	
Total Grants Approved/Grants Paid for the Fisci	2,312,883.00		2,829,881.97	
SBS	1,895,000.00	86.02%	2,428,343.27	89.34%
Hayden	109,003.00	4.95%	111,728.28	4.11%
SOROCO	115,930.00	5.26%	88,009.54	3.24%
Community Groups	82,950.00	3.77%	90,000.00	3.31%

Total

7/1/10 - 6/30/11

2,202,883.00

7/1/09 - 6/30/10

2,718,081.09

2011-2012 Budget Worksheet

Request #	Ed Ex	2nd Reading	\$1,150,000	Changes	Total
EE12-01-SR	Curriculum Mapping Staff	\$13,500	\$9,308		\$9,308
EE12-02-SR	Intervention Support Staff	\$23,346	\$23,346		\$23,346
EE12-03-SR	SOROCO Summer Intensives	\$7,500	\$7,500		\$7,500
EE12-04-H	Hayden Summer Intensives	\$7,500	\$7,500		\$7,500
EE12-05-H	Hayden Intervention Specialist	\$21,846	\$21,846		\$21,846
EE12-06-H	SBS Summer Intensives	\$20,000	\$0		\$0
EE12-07-COM	Science School	\$34,000	\$20,000		\$20,000
EE12-08-COM	Partners	\$50,000	\$37,500		\$37,500
EE12-09-COM	Yampitka	\$29,692	\$8,000		\$8,000
EE12-10-SBS	SBS Spanish	\$100,000	\$90,000		\$90,000
EE12-11-SBS	SBS Staff Development	\$40,000	\$40,000		\$40,000
EE12-12-SBS	SBS Effective Classroom	\$980,000	\$885,000		\$885,000
	Total Ed Ex	\$1,327,384	\$1,150,000	\$0	\$1,150,000
Request #	Tech/Cap	2nd Reading	\$1,150,000	Changes	Total
TC12-13-H	Hayden Adobe	\$13,999	\$9,900		\$9,900
TC12-14-H	Hayden Auditorium	\$25,500	\$0		\$0
TC12-15-H	Hayden Microsoft	\$3,500	\$3,500		\$3,500
TC12-16-H	Hayden PCs	\$15,445	\$15,445		\$15,445
TC12-17-H	Hayden Smart Board	\$25,000	\$25,000		\$25,000
TC12-18-H	Hayden Software	\$3,000	\$3,000		\$3,000
TC12-19-H	Hayden Tech Staff	\$49,839	\$49,839		\$49,839
TC12-20-SBS	SBS Software	\$124,213	\$124,213		\$124,213
TC12-21-SBS	SBS Tech Hardware	\$351,500	\$332,500		\$332,500
TC12-22-SBS	SBS Tech Maintenance	\$27,500	\$27,500		\$27,500
TC12-23-SBS	SBS Tech Staff	\$380,000	\$360,000		\$360,000
TC12-24-SBS	SBS Technology Network	\$100,000	\$100,000		\$100,000
TC12-25-SR	Soroco Accelerated Reader	\$5,498	\$5,498		\$5,498
TC12-26-SR	Soroco Anti Virus	\$3,000	\$3,000		\$3,000
TC12-27-SR	Soroco Smart Board	\$75,000	\$50,000		\$50,000
TC12-28-SR	Soroco Chem Hood	\$16,500	\$16,500		\$16,500
TC12-29-SR	Soroco PC	\$30,000	\$26,250		\$26,250
TC12-30-COM	Soroco Booster Club	\$1,900	\$0		\$0
	Total Tech/Cap	\$1,251,394	\$1,152,145	\$0	\$1,152,145
	Total Budget Goal \$2.3m	\$2,578,778	\$2,302,145	\$0	\$2,302,145

2011-2012 Budget Worksheet

	Total	\$2,578,778	\$2,302,145	100.00%	
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2011-2012 Cap Tech Comission WorkSheet - prioritized

Prlo Grant Name	Original	Voluntary		\$1.25M	\$1.2M	\$1.15M	\$1.1M	\$1.05M						
	Request	Reductions												
1 Hayden Tech Staff	\$49,839	\$49,839		\$49,839	\$49,839	\$49,839	\$49,839	\$49,839						
2 Hayden Microsoft	\$7,100	\$7,100		\$3,500	\$3,500	\$3,500	\$3,500	\$3,500						
3 Hayden Smart Board	\$25,000	\$25,000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000						
4 Hayden SW	\$3,000	\$3,000		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000						
6 Hayden PCs	\$15,445	\$15,445		\$15,445	\$15,445	\$15,445	\$4,100	\$0						
7 Hayden Adobe	\$13,999	\$13,999		\$13,999	\$13,999	\$9,900	\$0	\$0						
8 Hayden Auditorium	\$25,500	\$25,500		\$25,500	\$9,000		\$0	\$0						
1 SBS Tech Staff	\$396,787	\$396,787		\$380,000	\$360,000	\$360,000	\$360,000	\$360,000						
2 SBS Software	\$124,213	\$124,213		\$124,213	\$124,213	\$124,213	\$124,213	\$124,213						
3 SBS Technology Network	\$100,000	\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000						
4 SBS Tech Hardware	\$363,500	\$363,500		\$351,500	\$350,000	\$332,500	\$325,000	\$282,500						
5 SBS Tech Training	\$10,000	\$10,000		\$0	\$0	\$0	\$0	\$0						
6 SBS Data Analysis	\$20,000	\$20,000		\$0	\$0	\$0	\$0	\$0						
7 SBS Tech Maint	\$27,500	\$27,500		\$27,500	\$27,500	\$27,500	\$27,500	\$27,500						
8 SBS Tech Marmot	\$15,000	\$15,000		\$0	\$0	\$0	\$0	\$0						
9 SBS Tech SIS	\$25,000	\$25,000		\$0	\$0	\$0	\$0	\$0						
10 SBS Tech DB	\$18,000	\$18,000		\$0	\$0	\$0	\$0	\$0						
1 Soroco Chem Hood	\$16,500	\$16,500		\$16,500	\$16,500	\$16,500	\$16,500	\$16,500						
2 Soroco Smart Board	\$86,250	\$81,400		\$75,000	\$65,000	\$50,000	\$40,000	\$40,000						
3 Soroco PC	\$30,000	\$30,000		\$30,000	\$30,000	\$26,250	\$15,000	\$11,350						
4 Soroco Accelerated Read	\$5,498	\$5,498		\$5,498	\$5,498	\$5,498	\$5,498	\$5,498						
5 Soroco Anti Virus	\$3,000	\$3,000		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000						
6 Soroco Heated WW	\$34,595	\$0		\$0	\$0	\$0	\$0	\$0						
Soroco Booster	\$1,900	\$1,900		\$1,900	\$0	\$0	\$0	\$0						
Total Requested	\$1,417,626	\$1,378,181		\$1,251,394	\$1,201,494	\$1,152,145	\$1,102,150	\$1,051,900						
Hayden Total Requests	\$139,883	9.9%	\$139,883	10.1%	\$136,283	10.9%	\$119,783	10.0%	\$106,684	9.3%	\$85,439	7.8%	\$81,339	7.7%
SBS Total Requests	\$1,100,000	77.6%	\$1,100,000	79.8%	\$983,213	78.6%	\$961,713	80.0%	\$944,213	82.0%	\$936,713	85.0%	\$894,213	85.0%
SOROCO Total Requests	\$177,743	12.5%	\$138,298	10.0%	\$131,898	10.5%	\$119,998	10.0%	\$101,248	8.8%	\$79,998	7.3%	\$76,348	7.3%