

615113

Steamboat Springs Education Fund Board
May 8, 2013; 5:30 PM
Human Service Center Board Room

Education Fund Board directors present included Kristi Brown, Roger Good, Dean Massey, Summer Johnston, Glen Airoidi, Jill Boyd, Steve Paoli, Jason Lacy, Vance Fulton, Scott Berry, Brian Kelly, Denise Connelly and Jim Kissane. Also present were Brad Meeks (SBS Superintendent), Dale Mellor (SBS Director of Finance), Scott Mader (South Routt Superintendent), Mike Luppés (Hayden Superintendent), Colleen Poole (Dir. of North Routt Community Charter School), Tim Miles (SBS and SR Dir. of Technology), Linda Thomas (EFB Accountant), Marty Lamansky (SSHS Asst. Principal), Jay O'Hare (potential EFB director) and Barbara Winternitz (potential Grant Commission member). Denise Brazier, Ski Town Executive Service, LLC, recorded the meeting and prepared the minutes.

Call to Order:

Kristi Brown called the Steamboat Springs Education Fund Board meeting to order at 5:32 PM.

Public Comment:

There was no public comment.

Approve Meeting Minutes from April 10, 2013:

Roger made a motion and Scott seconded, to approve the EFB meeting minutes from April 10, 2013.

Vote: 10 Yes 0 No The motion passed unanimously.

Kristin Wilson joined the meeting.

Financial Report: Linda Thomas

Financial reports dated 5/3/13 are attached to the minutes. Financial Report: \$970,002.24 Cash and CDs as of May 3, 2013. Expected Reserve Balance on June 30, 2013 \$678,127 using the accrual method of accounting.

Interview Candidates to Fill Vacant Seats:

The Grant Commission interviewed and will recommend Tiny Kyprios, Beth Wilhelm and Barbara Winternitz for approved to join the Grant Commission. All candidates were interested in 2-year terms. Jay O'Hare, interested in a seat on the Board, is a founding member for Ride for Yellow and a member of the Economic Development Council. (The applications are attached to the minutes). *Roger made a motion and Summer seconded, to approve Jay O'Hare as a director on the EFB and Tina Kyprios and Barbara Winternitz for a seat on the Grant Commission for a 2-year term.*

Vote: 11 Yes 0 No The motion passed unanimously.

(Beth Wilhelm is still to be interviewed by the EFB).

Proposed Officers for 2013-2014 Term:

Kristi Brown (President), Roger Good (V-Pres.), Dean Massey (Treas.) and Summer Johnston (Secretary) have all agreed to serve another year as officers of the Board.

2nd Readings Routt County School Districts:

Collaborative:

G14-17-COL - Grant Writer for \$ 80,000 – There was no further discussion.

South Routt:

G14-16-SR - Technology for \$ 132,000 – The request is a lower amount than presented at 1st reading. The breakdown is \$ 50,000 for hardware, \$ 60,000 for network and \$ 22,000 for software. Based on the conversation at the last Grant Commission meeting, Dean expected a more detailed breakdown from Tim Miles prior to 2nd reading, and recommended approval with the understanding that further breakdown shall be received by the Board prior to provision of the grant award letter or distribution of funds.

Hayden:

G14-09-H – Tech Support for \$ 40,371 – There was no further discussion.

G14-10-H – Software license for \$ 12,463 – There was no further discussion.

G14-11-H – MS intervention for \$ 17,969 – There was no further discussion.

G14-12-H – Academically Student Facing Technology for \$ 15,816 (changed from Auxiliary Lab Computers) -

G14-13-H – Secondary Tablets for \$ 10,000

G14-14-H – Elementary Tablets for \$ 10,000 – Roger expressed concern regarding the infrastructure that go with the tablets? Is there enough understanding of the apps? Has the district contemplated purchasing the apps? Apps for secondary school are expensive. Research says apps for secondary computers includes a lot of blogs, tweets, etc. and do they lead to achievement? Mike Luppess said Hayden chose tablets because any computer app can go on tablets rather than iPads Tim said Microsoft promised to upgrade the apps and the tablet is a tool for overall education.

Hayden will bring forward another technology request for \$15,000 at the next GC meeting.

Steamboat Springs:

G14-01-SBS – Academic Excellence for \$ 1,152,332 (formerly effective classrooms); there were shifts made inside the grant as Brad worked with Roger to figure out a methodology for assigning a dollar amount for the value of classroom management as the number of teachers employed in Steamboat classrooms above and beyond what the average Colorado school district provides, which turns out to be 15FTE. Counselors will remain on the district's budget.

G14-02-SBS – Hardware for \$ 356,249 – Amount decreased from \$ 408,700 and has to be accompanied with an itemized list with a 15% variance on what Tim can purchase between line items without EFB approval. Roger suggested the policy is formalized. Tim said there will be a huge request for computers next year as computers will be needed for testing and is where the tablets will come into play.

G14-03-SBS – Network for \$ 225,800 - There was no further discussion.

G14-04-SBS – Literacy Coaches for \$ 150,000 – Roger questioned the real need for literacy coaches as the district had great scores before the coaches came on board and when will there be a discussion regarding math coaches? Marty said math coaches will be discussed soon. The coaches are needed to keep everybody up to speed as there is a turnover of staff. Dean recollects this originally was proposed as a match to a United Way Grant that had a lifespan of up to 3 years. That United Way grant didn't materialize but it was still presented as a temporary measure and not a permanent professional development position and again raises

the question of what is the appropriate use of SSEF funds -- a good topic for the workshop in the fall.

- G14-05-SBS – NRCCS Expeditionary Learning for \$ 32,500 – There was no further discussion.
- G14-06-SBS – Professional Development for \$ 50,000 – To be used for teachers only.
- G14-07-SBS – Software for \$ 121,500 – There was no further discussion.
- G14-08-SBS – Tech Training for \$ 30,000 – There was no further discussion.

Collaborative Requests:

Glenn made a motion and Jason seconded, to approve 2nd reading (G14-17-COL) for the Grant Writer in an amount not to exceed \$ 80,000.

Vote: 11 Yes 0 No The motion passed unanimously.

South Routt:

Glenn made a motion and Jason seconded, to approve 2nd reading (G14-16-SR) for South Routt's request for Technology in an amount not to exceed \$ 132,000. Dean requested a friendly amendment that a spreadsheet with a breakdown of the \$ 132,000 is provided by Tim Miles before the funds are distributed and with the agreement that grant allows a 15% variance between line items within the grant allowable without SSEF approval. Glenn and Jason agreed to the friendly amendment.

Vote: 11 Yes 0 No The motion passed unanimously as amended.

Hayden:

Glenn made a motion and Jason seconded to approve 2nd reading (G14-15-H) for Hayden's request for Elementary Tablets in an amount not to exceed \$ 10,000.

Vote: 11 Yes 0 No The motion passed unanimously.

Dean made a motion and Jill seconded to approve 2nd reading (G14-14-H) for Hayden's request for Secondary Tablets in an amount not to exceed \$ 10,000. Roger will vote against the motion for the reasons previously discussed.

Vote: 8 Yes 3 No (Roger, Glen, Kristi) The motion passed.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-12-H) for Hayden's request for Academic Student Facing Technology in an amount not to exceed \$ 15,816.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-11-H) for Hayden's request for Middle School Intervention in an amount not to exceed \$ 17,969.

Vote; 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-10-H) for Hayden's request for the Software License in an amount not to exceed \$ 12,463.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-09-H) for Hayden's request for Tech Support in an amount not to exceed \$ 40,371.

Vote: 11 Yes 0 No The motion passed unanimously.

Steamboat Springs:

Glenn made a motion and Jason seconded to approve 2nd reading (G14-08-SBS) for Steamboat's request for Tech Training in an amount not to exceed \$ 30,000.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-07-SBS) for Steamboat's request for Software in an amount not to exceed \$ 121,500.

Vote: 11 Yes 0 No The motion passed unanimously

Glenn made a motion and Jason seconded to approve 2nd reading (G14-06-SBS) for Steamboat's request for Professional Development in an amount not to exceed \$ 50,000. Discussion: Professional Development is to be for teachers and not board members.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-05-SBS) for Steamboat's North Routt Community Charter School's request not to exceed \$ 32,500 for Expeditionary Learning.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-04-SBS) for Steamboat's request for Network in an amount not to exceed \$ 225,800.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-03-SBS) for Steamboat's request for Literacy Coaches for an amount not to exceed \$ 150,000.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2nd reading (G14-02-SBS) for Steamboat's request for Hardware for an amount not to exceed \$ 356,249. A breakdown must be provided by Tim Miles before the funds are distributed and with the agreement that grant allows a 15% variance between line items within the grant allowable without SSEF approval.

Vote: 11 Yes 0 No The motion passed unanimously.

Glenn made a motion and Jason seconded to approve 2 reading (G14-01-SBS) for Steamboat's request for Academic Excellence for an amount not to exceed \$ 1,152,332.

Vote: 11 Yes 0 No The motion passed unanimously.

Hayden's \$ 15,000 still outstanding for Academic Student Facing Technology will be re-presented as 1st and 2nd reading at the next Grant Commission meeting.

Roger made a motion and Scott seconded, to except the 2013/2014 budget at \$ 2,552,000.

Vote: 11 Yes 0 No The motion passed unanimously.

Roger made a motion and Glenn seconded to project flat to the previous year's actuals for sales tax revenue next year.

Vote: 11 Yes 0 No The motion passed unanimously.

Other Business:

Grant Commission conveyed to the Board that there was great disappointment that no funds were budgeted for Innovation Grants this year. The Commission plans to monitor sales tax revenues and may make an out of cycle request in the fall to use any accumulated revenues beyond what was projected for Innovation Grants.

A workshop was suggested for the summer for SSEF Directors and Grant Commissioners to find a common vision, diving into scope and philosophy and to readdress the request application form. Kristi will include a discussion about adding some summer work sessions to the agenda for the June 5, 2013 Board meeting.

The next EFB meeting is scheduled for June 5, 2013 and will be the last meeting of the fiscal year.

Adjourn:

A motion was made to adjourn the meeting. The Steamboat Springs Educational Fund Board adjourned at 6:45.

Exhibits:

April 10, 2013 Meeting Minutes

Financial Report May 3, 2013

EFB and Commission Contacts 13-14

Board Application O'Hare

Commission Application Wilhelm

Commission Application Kyprios

Commission Application Winternitz

2013-2014 2nd Reading Spreadsheet

2013-2014 Total Budget

STEAMBOAT SPRINGS EDUCATION FUND
FINANCIAL REPORT
May 31, 2013

Current Cash Position:

May 3, 2013 Cash / CD's	\$970,002.24
Sales Tax Deposit	300,151.38
Earnings	85.43
Grants Paid	(43,069.11)
Other Expense	(1,829.00)
May 31, 2013 Cash / CD's (see note below)	<u>\$1,225,340.94</u>
Cash on hand 1 yr ago	<u>\$1,407,918.35</u>
Change in Past Year	<u>(\$182,577.41)</u>

Projections for the Fiscal Year Based on Forecast:

<i>Forecasted Sales Tax Deposits Remaining through June 2013 (see next page)</i>	\$135,375.74
<i>Current Cash/CD's (see above)</i>	<u>1,225,340.94</u>
<i>Forecasted Cash Available for Fiscal Year</i>	<u>\$1,360,716.68</u>
<i>Total Approved / Not Yet Incurred Grants (see below)</i>	<u>(\$978,453.17)</u>
<i>Forecasted Cash @ June 30, 2013</i>	<u>\$ 382,263.51</u>

If we adjust our ongoing forecast to the 6 month error rate (see page 3), then forecasted cash at 6/30/13 would be: **\$392,273.84**

Total Approved/Not Yet Incurred Grants:

Current Year Grant Authorization (including Admin Expenses)	\$ 2,551,197.00
Current Year Grants Incurred	(1,550,772.60)
Current Year Admin Expenses Incurred	(21,971.23)
Outstanding Liabilities (accrual basis)	<u>\$ 978,453.17</u>
Prior Year Grant Authorization (inclgd Admin Expenses & after Rescissions)	\$ 2,462,145.00
Prior Year Grants and Admin Expenses Incurred	(2,462,145.00)
Outstanding Liabilities (accrual basis)	<u>\$ -</u>
Total Approved/Not Yet Incurred Grants	<u>\$ 978,453.17</u>

Possible Rescissions:

Prior Year NONE

Current Year

To Be Determined

Steamboat Springs Education Fund

2013-2014 Budget Discussion

2012-2013 Budget Cycle Grants*

*(includes admin, Grant Writer and all grants)

2013-2014 Budget Cycle Grants*

*(includes admin, Grant Writer, and all grants)

June 30, 2013 Expected Reserve Balance (as per 5/31/13 report)

2013-2014 Total Cash Expected

July 1, 2013 - June 30, 2014 Expected Cash Available

Already Restricted Funds:

2013-2014 Grants to Districts

2013-2014 Community Group Allocations

2013-2014 Administrative Expenses

June 30, 2014 Expected Reserve Balance

\$2,551,197

\$2,552,000

\$705,355

2,416,977

\$3,122,332

revised forecast figure for current year - assumes flat for next year

(\$2,452,000)

(\$70,000)

(\$30,000)

\$570,332

**STEAMBOAT SPRINGS EDUCATION FUND
FINANCIAL REPORT - RESERVE ANALYSIS
FISCAL YEAR ENDING JUNE 30, 2013**

Reserve Analysis:

June 30, 2012 Adjusted Reserve Balance to Actual (FY Accrual)	\$ 783,612
Prior Year Rescissions	40,963
Non-Rescinded Prior Year Grants Applied to Current Year Grants	15,000
Subtotal	<u>\$ 839,575</u>
Actual Sales Tax Deposits Received YTD (FY Accrual)	1,955,648
Remaining Forecasted Sales Tax Deposits (FY Accrual)	461,329
Expected Funds Available	<u>\$ 3,256,552</u>
Actual Grants Paid for FY (non-admin)	(1,550,773)
Grants Remaining to be Paid for FY (non-admin)	(970,424)
Admin Expenses paid for FY	(21,971)
Admin Grant Remaining to be Paid for FY	(8,029)
June 30, 2013 Expected Reserve Balance (FY Accrual)	<u><u>\$ 705,355</u></u>
Reserve Balance June 30, 2012	<u>\$ 783,612</u>
Change Expected During the Year	<u><u>\$ (78,257)</u></u>

(Excludes current year earnings in the analysis).

STEAMBOAT SPRINGS EDUCATION FUND
FINANCIAL REPORT
May 31, 2013

Forecast Accuracy:

Prior 3 months forecast	\$	738,342
Prior 3 months actuals	\$	805,294
Forecast is too low by		9.1%
Prior 6 months forecast	\$	1,269,188
Prior 6 months actuals	\$	1,363,038
Forecast is too low by		7.4%

COMMENTS:

The May and June 2013 sales tax revenues that will be deposited in July and August 2013 have been removed from the forecast revenue calculations in order to more properly represent the expected cash position at June 30, 2013.

See Reserve Analysis page for accrual analysis of expected reserve balance.

STEAMBOAT SPRINGS EDUCATION FUND

FINANCIAL REPORT

May 31, 2013

Forecasted Revenue:

	(forecast under prior year budget)		(forecast under prior year budget)					
	May 2012 (July)	Jun (Aug)	Jul (Sept)	Aug (Oct)	Sep (Nov)	Oct (Dec)	Nov (Jan)	
Sales Tax Revenues (net of collection fee):								
For Collection Month (Deposited Month)								
<i>PRIOR YEAR Actuals</i>	\$ 147,084	\$ 173,179	\$ 204,140	\$ 192,475	\$ 185,192	\$ 132,900	\$ 94,070	
Forecast Change (see assumptions below)	-2%	-2%	0%	0%	0%	0%	0%	
Monthly Tax Revenue Forecast	\$ 144,142	\$ 169,716	\$ 204,140	\$ 192,475	\$ 185,192	\$ 132,900	\$ 94,070	
CURRENT YEAR Actuals	\$ 137,936	\$ 188,018	\$ 211,522	\$ 194,435	\$ 186,654	\$ 137,983	\$ 134,542	
Variance to Forecast	-4.3%	10.8%	3.6%	1.0%	0.8%	3.8%	43.0%	
Revised Forecast	\$137,936	\$188,018	\$211,522	\$194,435	\$186,654	\$137,983	\$134,542	

	Dec (Feb)	Jan (Mar)	Feb (Apr)	Mar (May)	Apr (Jun)	N/A	Totals
	Sales Tax Revenues (net of collection fee):						
For Collection Month (Deposited Month)							
<i>PRIOR YEAR Actuals</i>	\$ 303,876	\$ 229,430	\$ 235,989	\$ 272,923	\$ 135,376		\$ 2,306,634
Forecast Change (see assumptions below)	0%	0%	0%	0%	0%		
Monthly Tax Revenue Forecast	\$ 303,876	\$ 229,430	\$ 235,989	\$ 272,923	\$ 135,376	\$ -	\$ 2,300,228
CURRENT YEAR Actuals	\$ 285,218	\$ 254,005	\$ 251,138	\$ 300,151			\$ 2,281,601
Variance to Forecast	-6.1%	10.7%	6.4%	10.0%			
Revised Forecast	\$285,218	\$254,005	\$251,138	\$300,151	\$135,376	\$0	\$ 2,416,977

Assumptions

- 1.) Sales tax revenue will be the same as prior year.

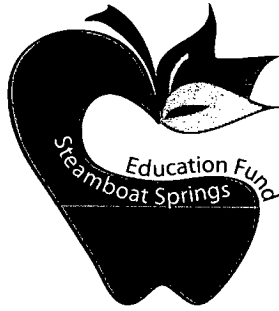
Total Forecasted Sales Tax Revenues for FY	\$2,416,977
Current Year Actuals Year-To-Date	(2,281,601)
Forecasted Sales Tax Revenues Remaining FY	\$135,376

EDUCATION FUND BOARD AND COMMISSION CONTACT LIST 2013-2014

EDUCATION FUND BOARD - 15 Members			Term Exp	Email	Phone
TBD		Commission			
TBD		Commission			
Dean Massey	Treasurer	Commission	2014	dmassey@southroutt.k12.co.us	970-846-6658
Kristi Brown	President	At-Large	2014	krisjeffb@hotmail.com	970-819-0053
Scott Berry		At-Large	2014	wscottberry@gmail.com	970-846-5553
Steve Paioli		At-Large	2014	stephenpaioli64@hotmail.com	970-871-1812
Kristin Wilson		At-large	2015	kkhwilson@msn.com	970-846-2702
Roger Good	Vice Presiden	At-Large	2015	roger@skigood.com	970-819-0377
Jason Lacy		At-Large	2014	jlacy@steamboatlawyersgroup.com	970-819-8643
Jay O'Hare		At-Large	2015	jay@jayohare.com	970-367-7609
Summer Johnston	Secretary	At-Large	2015	summerjohnston22@gmail.com	970-819-8498
Brian Kelly		Steamboat	BOE	btksurvey@comcast.net	970-846-5270
Denise Connelly		Steamboat	BOE	dbconnelly@msn.com	970-819-6872
Vance Fulton		Hayden	BOE	vancefulton@co.usda.gov	970-734-4486
Jamie Hoff		SOROCO	BOE	jhoff@zirkel.us	

GRANT COMMISSION - 11 Members			Term Exp	Email	Phone
Dean Massey		Steamboat	2014	dmassey@southroutt.k12.co.us	970-846-6658
OPEN		Steamboat	2015		
Kelly Stanford		Steamboat	2015	kelly@routtcountyunitedway.org	970-819-9482
Barb Parnell		Steamboat	2015	livewellbparnell@gmail.com	970-819-4110
Tina Kyprios		Steamboat	2015	gregorr@aol.com	970-819-6028
Kevin Lind		Hayden	2014	kevin@axialarts.com	970-276-7295
Paul Barry		SOROCO	2014	p.barry@barrycm.com	970-846-5779
OPEN		Steamboat	2014		
Barbara Winternitz		Steamboat	2015	bawfnb@earthlink.net	970-819-2088
OPEN		Steamboat	2014		
Stuart Handloff	Co-Chair	Steamboat	2014	shandloff@hotmail.com	970-355-9403

Revised 5/17/13 KB



BOARD & COMMISSION APPLICATION FORM

Name: Beth Wilhelm

Mailing Address: 50355 Semotan Drive
Steamboat Springs, CO 80487

Phone Number(s): 970-846-3194

Email: wihlm@hotmail.com

Approximately how long have you lived in the community? 24 years

Do you reside in the Steamboat Springs RE-2 School District? yes

Why do you want to serve on the Education Fund Board or Grant Commission?

I would like to be on the Grant Commission to help in assessing the best places to distribute funds to the schools of Routt County. Being able to get a full scope of applicants and what they can best do with the tax money would be very insightful. I also feel, as a tax payer, that it would be nice to follow up with the schools to see how they have used the money given to them and in what capacity has it helped the schools and students.

What expertise would you bring to the Board or Grant Commission? I have two children that are currently in the Steamboat School District which enables me to have a firsthand look at what is happening inside of our schools and how the money is being utilized. As a tax payer and business owner I would also like to think that I am fiscally responsible and therefore would hold the schools accountable for the money that has been given to them.

What other organizations/associations are you involved in?

DAC Committee, SAC Committee

What is your current or former profession?

Owner of a private home management business

Please send completed application to: educationfundboard@gmail.com

Education Fund Board

Requestor

Request Title

Commission

District Priority

Amount Requested

Commission Priority

Request Number

Target Date for Implementation

Has EFB Previously Funded This Project

Has this been addressed in other schools

Other sources of funds not provided by EFB Include School District Funding as appropriate

District to provide the balance not funded by the EFB.

Target group primarily impacted by this request

All Hayden Secondary School Students

Goals and Objectives of this funding request

Acquisition and deployment of 20 laptop computers and a mobile cart to be used as a class set that can be checked out by teachers from the library for use in the classroom.

[Print This Fund Request](#)

[Attach Additional Files as Needed](#)

[Submit by E-mail](#)

Alternatives Considered

Request Title

HSD Laptop Computers

What alternatives were considered before selecting this solution

Alternatives considered are tablet computing devices.

Outcomes

Request Title

HSD Laptop Computers

What are the expected outcomes with the specified use of these funds

Student achievement will increase due to being more engaged in classroom instruction. Students will learn how to use personal technology safely and effectively.

Provide specific calculated measurements that will be used on an ongoing basis to measure the progress of the goals for this funding

Success will be measured in increased student involvement and achievement, and in the acquisition of new technology skills.

Previous Experience of other school districts in addressing similar issues

Request Title	HSD Laptop Computers
---------------	----------------------

What solutions are in place at other school districts, and what consideration was given to their solution in generating this request

Common solutions in place in other school districts include laptop and tablet computing devices.

EFB 2013-20

9/11/13

**Joint
Meeting**

10/2/13

11/6/13

12/4/13

1/8/14

2/5/14

3/5/14

4/9/14

5/14/14

14 Meeting Dates:

Appoint Committees:

a. Finance Committee

Interface with the accountant and auditor.

Review the current monthly financial report format for opportunities to improve.

Review Audit Report and Form 990 prior to presentation to the SSEF Board for approval.

Assist the Governance Committee with the financial section of annual checklist.
year at May meeting.

b. Governance Committee

Excellence. Report findings to SSEFF at January meeting.

Review and update Bylaws (odd years) and Policies & Procedures (even years).

Plan Board Orientation for November meeting.

Collect Conflict of Interest forms from each Board and Commission member.

c. Communications Committee

Plan and conduct the annual community outreach effort.

Update the SSEF website.

Prepare the annual State of the Fund Report.

Assist the Governance Committee with the Communications section of the annual checklist.

Plan Workshop with Districts

Evaluate RFF Application

Commissions begin data gathering for December accountability report to board

Year end Financial Review

Annual Report from Grant Writer

Board & Commission Orientation

Conflict of Interest Forms

Workshop with School Districts.

Approve Community Outreach Plan

Rescissions approved

Budget process reviewed

Review 990, approve filing and posting to website

Review and accept audit report

Request for Funds Submission Deadline for Community Group Funds 11/15

Commissions give accountability report to EFB

Approve updated Bylaws/Policies and Procedures

1st Reading Community Group Funds

Annual public meeting

Request for Funds Forms Submission Deadline for School District Funds 1/15

2nd Reading Community Group Funds

Determine Questions for Grant applicants

Set tentative grant budgets and reserve

TBD

Determine upcoming vacancies, desirable skill sets and recruit

Review accountant, attorney, secretary, insurance and auditor contracts. Prepare RFPs as necessary.

Set Grant Total to be Awarded

1st Readings

2nd Readings

Adopt Budget

Annual Report to City

Propose officers for next year

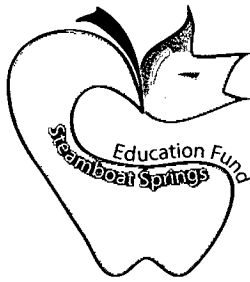
Set meeting dates for next year

Interview candidates for vacancies

Approve officers for next year

Approve Contract with Auditor, Accountant, Attorney, Secretary, Insurance Policy

Report from Governance Committee



State of the Fund Report
Prepared by Kristi Brown, SSEF President
May 24, 2013

Background

The Steamboat Springs Education Fund (SSEF) is a non-profit corporation charged with granting the funds collected through the half-cent sales and use tax for public education, originally approved by the voters of Steamboat Springs in 1993. This duty was delegated to the SSEF most recently in a Memorandum of Understanding between the SSEF and the City of Steamboat Springs adopted December 15, 2009. Since the Fund's inception, the SSEF has granted more than \$37 million for projects and programs that improve education for public school children in Steamboat Springs. In November of 2008, Steamboat Springs' voters approved the continuation of the tax until December 31, 2019 and granted the SSEF the ability to share some of the tax revenue with the Hayden and South Routt School Districts.

The SSEF Board and Grant Commission are comprised of community members with varied backgrounds and skill sets. All three Routt County Boards of Education, as well as community volunteers from Hayden and South Routt, are included in the structure. The all-volunteer group spends a significant amount of time each month working to accomplish the business of the SSEF. A list of current Grant Commission and Board members is attached to this report.

2012-2013 Updates

IRS 990. The 2011-2012 tax return was filed prior to its due date in November of 2012.

Financial Audit. An independent audit of the financial records of the SSEF through June 2012, conducted by the Rubin Brown firm of Englewood, CO, revealed appropriate financial record keeping by the organization.

Policies and Procedures. A revision of the SSEF Policies and Procedures in the fall of 2012 included some process changes that created a more efficient grant proposal and vetting process for both the applicants and the SSEF, while maintaining transparency and accountability. This year, the Steamboat Springs Education Fund adopted the mission statement: *To enhance academic accomplishment in Routt County through student facing investments in staff, facilities, infrastructure, technology and curriculum, made available through our public schools.*

Community Outreach. All three Routt County school districts made an electronic newsletter available to parents and staff on behalf of the SSEF again this year. Paper copies of the newsletter were also available to parents who attended parent-teacher conferences at any of the four Steamboat Springs public school buildings in November. This newsletter outlined the purpose of the Fund, current SSEF grant funds put to use in classrooms and how community members can become involved in the SSEF.

2013-2014 Budget. Each spring the Board adopts a budget that includes the grants awarded to school districts and others organizations that provide educational programs to K-12 public school children in Routt County as well as administrative expenses. The SSEF Board of Directors adopted a budget totaling \$2,552,000 in expenditures for the 2013-2014 fiscal year at the board meeting on May 8, 2013. The anticipated expenditure spreadsheet is included with this report.

Looking Ahead

The SSEF continues to make a significant impact on the programs and educational tools available to public school children in Steamboat Springs as well as South Routt and Hayden. Use of SSEF funds has become increasingly important in enhancing the programs, technology and staffing available in local school districts.

More Information

A great deal of information about the SSEF, including past and current grant applications, meeting schedules and minutes of past meetings can be found at www.steamboateducationfund.org.

Linda D. Thomas, CPA, LLC

P.O. Box 882230, Steamboat Springs, CO 80488 (970) 870-0221

ACCOUNTING ENGAGEMENT LETTER

The following details the terms of the engagement between the Steamboat Springs Education Fund (the organization) and Linda D. Thomas, CPA, LLC (Linda) in regards to accounting services. These services, which do not constitute an audit, cannot be relied upon to detect errors, irregularities or illegal acts that may exist. However, Linda will inform you of any material errors that come to her attention and any irregularities or illegal acts that come to her attention, unless they are clearly inconsequential.

For a flat monthly fee of \$900 plus reimbursement of actual expenses such as postage, copies, and pay-per-return charges for use of the tax program, Linda will perform the following specific duties:

- Process the Accounts Payable.
- Reconcile the Bank Accounts.
- Advise on the Management of the Investments.
- Prepare Monthly Financial Reports.
- Attend all Monthly and Special Board Meetings.
- Prepare Budgets and Reserve Forecasts.
- Prepare Cash Flow Forecasts.
- Prepare and File Federal Return of Organization Exempt from Income Tax (Form 990).
- Assemble Documents for Audit Including Confirmation Letters.
- Interface with the City and School District Financial Officers.
- Receive Mail from Authorized Person.
- Update the QuickBooks data file for all financial transactions affecting the organization.
- Meet with the Treasurer and other officers as necessary outside the Board meetings to discuss financial matters.

Services provided in connection with various issues related to the financial affairs of the organization that are not extensive in nature will also be provided. If an issue arises which requires substantial services above and beyond the normal stated monthly services, then Linda will discuss this issue with the Treasurer as being outside the normal monthly contract and such services provided in connection with this issue will be provided at \$62 per hour if the issue is bookkeeping related or at \$108 per hour if the issue is tax related or at an amount agreed upon between the Treasurer and Linda. The Treasurer and Linda will sign a document agreeing to the terms of these additional services that is not considered part of the normal monthly accounting services.

Linda will not be responsible for collecting money or making deposits. If a deposit is to be made that is not the normal automatic transfer deposit of the sales tax monies into the Colorado Trust account then the Treasurer or other directed officer will make such deposit and copy Linda the

documents and provide the receipt of the deposit to be recorded into the books. Linda also will not have the ability to draw on the bank accounts as signature authority will not be obtained. All checks will be prepared and presented to the Treasurer and President or other directed officers for signing and approval. Linda will be responsible for distributing the signed checks. Since Linda will not have signature authority over the bank accounts then the Treasurer or other directed officer will transfer funds from the Colorado Trust account to the operating checking account as necessary to cover expenses. Additionally the Treasurer or other directed officer will close or open certificate of deposit accounts. Linda will advise on the need for these transactions.

Should Linda not be able to attend the Board meetings due to being out of town or due to illness for example, then notification will be given to the Treasurer. The Treasurer will be provided the financial information to be presented at the meeting. The Treasurer can direct this information to be provided to another officer or board member if necessary.

The \$900 monthly fee will be billed at the end of the month with payment expected at the following Board meeting. Any unpaid amounts after 25 days of the Board meeting will be subject to an 18% per annum late fee (1.5% per month).

This contract is for one year commencing July 1, 2013. By May 15, 2014 Linda will provide the Treasurer or member of the finance committee a summary of the services provided from July 1, 2013 through April 30, 2014 for review and consideration for renewing the contract for the subsequent year. If this contract is not renewed then the contract will end at 11:59 pm on June 30, 2014 with final payment of \$900 for the June services to be paid in July 2014. This contract will also terminate immediately if payment for services rendered is not made by 60 days from statement date unless other arrangements have been agreed upon and documented. If the contract is not renewed then Linda will provide services for transitioning the accounting information to the new accountant based on actual time billed at an hourly rate of \$62 per hour if such services are requested after the termination date of June 30, 2014. If such services are provided prior to the termination date of June 30, 2014 then such services will be included in the \$900 flat monthly rate.

The below listed modification to terms or additional terms are to be included as part of the engagement. These terms are to be separately agreed upon by each party and each party's initials will note their acceptance.

I have read and agree with the above terms of engaging Linda D. Thomas, CPA, LLC to provide accounting services for the Steamboat Springs Education Fund. I am authorized to engage the organization for such services.

Signed *Dean F. Gause*
Title *Treasurer - SSEE*
Date *6/5/2013*

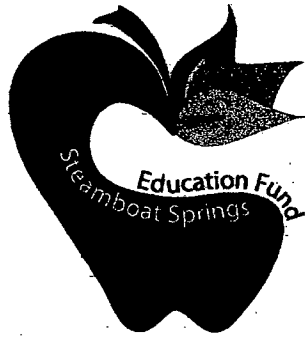
By *Linda D. Thomas, CPA, ARA*
for Linda D. Thomas, CPA, LLC
Date *6-5-13*

*FILED
JUN 10 2013
STEAMBOAT SPRINGS, CO*

6:00

SAT

Charlotte



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

February 7, 2013

Gift
13/14 HRS

Yampatika Environmental Literacy
925 Weiss Dr.
Steamboat Springs, CO 80487

Dear Genah Burditt, Coordinator of Yampatika Environmental Literacy:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Yampatika Environmental Literacy program (ELP):

Yampatika

Funding in an amount not to exceed \$ 10,000 for the Yampatika Environmental Literacy program; the ELP supports schools' existing curriculum framework and reinforces academic achievement as quantified by Colorado Student Achievement Program (CSAP) standards.

("Gift") is contingent upon its acceptance by the Yampatika ELP. In accordance with Fund Board policies, all funds herein gifted must be spent by the organization by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the Yampatika ELP desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Yampatika ELP. We will await your execution of this letter prior to making the Gift.

Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

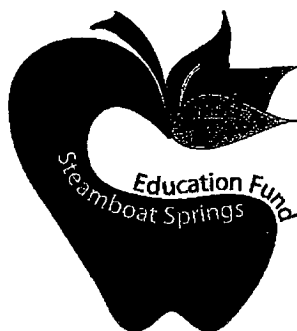
By: Kristi Brown Date: 2/7/13

ACCEPTED:

YAMPATIKA

By: [Signature] Date: 2.11.13
SONJA MALYS

Vote: 5 Yes 1 No



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

February 7, 2013

Partners' School Based Mentoring Program
1501 13th St.
Steamboat Springs, Co 80487

Dear Michelle Petix, Director of Partners Mentoring Program:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Partners' School Based Mentoring (SBMP) Program.

Partners in Mentoring

Funding in an amount not to exceed \$ 40,000 for the Partners' School Based Mentoring Program; the program provides direct mentoring and tutoring services and constructive and safe in-school and after-school programmatic opportunities to target students and other interested students.

("Gift") is contingent upon its acceptance by the Partners' SBMP. In accordance with Fund Board policies all funds herein gifted must be spent by the Partners' SBMP by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the Partners' SBMP desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Partners' SBMP. We will await your execution of this letter prior to making the Gift.

Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 2/7/13

ACCEPTED:

PARTNERS' SCHOOL BASED MENTORING PROGRAM

By: Michelle Petix Date: 2/7/13

Vote: 5 Yes 1 No

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

May 12, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-09-H Technology Support Staff

Funding in an amount not to exceed \$ 40,371 for Hayden's Technology Support Staff. The goal is to provide personnel to assist the director of technology in providing staff and student technology support and training.

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-1 Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

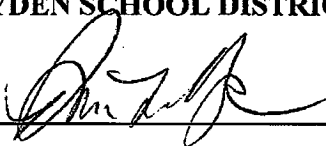
Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/12/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

By:  Date: 5/15/13

Vote: 11 Yes 0 No

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

May 12, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-10-H Software License

Funding in an amount not to exceed \$12,463 for Hayden's software licenses. The funds will be used for the annual renewal & upgrades of Microsoft and Renaissance Learning

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-2 Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

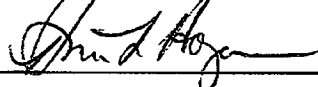
Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/12/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

By:  Date: 5/15/13

Vote: 11 Yes 0 No

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

May 12, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-11-H MS Intervention

Funding in an amount not to exceed \$ 17,969 for Hayden's Middle School Intervention. The grant shall be used to targets students involved in Response to Intervention programs that provide appropriate support through interventions and enrichments.

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-2 Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

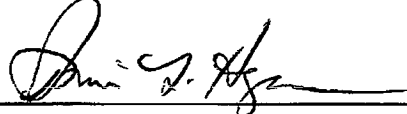
Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/12/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

By:  Date: 5/15/13

Vote: ___ 11 Yes ___ ___ 0 No ___

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

May 12, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-12-H Academic Student Facing Technology
Funding in an amount not to exceed \$ 15,816 for Hayden's Academic Student Facing Technology. The request is to replace the existing 24 computers and monitors in the Hayden Secondary School Auxiliary Lab in accordance with the District Technology Plan Schedule.

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-2 Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/12/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

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

June 5, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-13-H Laptop Computers

Funding in an amount not to exceed \$ 15,000 for Hayden's Laptop Computers. The funds will be used to purchase 20 laptop computers and a mobile cart that can be checked out by teachers from the library as a set to be used in the classroom

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-2 Board of Education ("School Board"). In accordance with Fund Board policies, all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 7/5/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

By:  Date: 7/17/13

Vote: 7 Yes 0 No

By: [Signature] Date: 5/15/13

Vote: 11 Yes 0 No
The Steamboat Springs Education Fund Board
P.O. Box 776047
Steamboat Springs, CO 80477

May 12, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-14-H Secondary Tablets

Funding in an amount not to exceed \$ 10,000 for Hayden's Secondary Tablets. The request is for the acquisition and deployment of tablet computers to high school students and teachers as part of a 1 to 1 student to computer initiative as recommended by the US DOE.

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-2 Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/12/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

By: [Signature] Date: 5/15/13

Vote: ___ 8 Yes ___ 3 No ___

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

May 12, 2013

Hayden Board of Education
495 W. Jefferson
Hayden, CO 81639

Dear Hayden School Board Members:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), the EFB has approved the following gift for the Hayden School District:

G14-15-H Elementary Tablets

Funding in an amount not to exceed \$ 10,000 for Hayden's Elementary Tablets. The request is for the acquisition and deployment of tablet computers to be used as a class set that can be checked out by teachers from the library for use as needed in the classroom.

("Gift") is contingent upon its acceptance by the Hayden Springs School District RE-2 Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Hayden School District. We will await your execution of this letter prior to making the Gift.

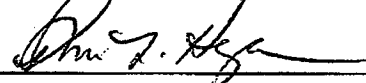
Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/12/13

ACCEPTED:

HAYDEN SCHOOL DISTRICT

By:  Date: 5/15/13

Vote: 11 Yes 0 No

SSSD Tech EFB

Software:

Title	Delivery	Facing	Total
E2020	Web	Student	\$121,500.00
EveryDay Math	Web	Student	
Food Service	Hybrid	Both	
HelpDesk	Web	Staff	
Imagine Learning	Hybrid	Student	
Inspiration	Local	Student	
Kidspiration	Web	Student	
Intermapper	Local	Staff	
Lexia	Web	Student	
LightSpeed	Hybrid	Both	
MAC OS X	Local	Both	
MathStories	Web	Student	
Microsoft	Hybrid	Both	
NWEA	Hybrid	Student	
Orchard	Local	Student	
PbWorks	Web	Both	
Renaissance Learning	Web	Student	
Safari Montage	Local	Student	
School Fusion	Web	Staff	
Solid Works	Local	Student	
Symantec-BackupExec	Local	Both	
Symantec-Alliris	Local	Both	
TumbleBooks	Web	Student	
Type to Learn	Hybrid	Student	
Vision	Local	Staff	
VoiceThread	Web	Student	
SurveyMonkey	Web	Both	

Software Total \$121,500.00

Hardware:

Title	Estimated Qty	Description	Total
Citrix/Appsense	1		\$70,400
Orions	200	Elem Teacher, MS Lab	
* monitor-new	25		
* MS Laptops	25	Student	
* MS Ipads	25	Student	
* Elementary Laptops	50	Student	
* Elementary Ipads	60	Staff/Student	
* docCamera	26	Staff	
* carts			
* Recycle			\$200,026
Support	1	Baracuda, Overland, Eaton, LeftHand	\$7,998
SMART	9	Pieces	\$27,000
HeadEnd	1		\$10,000
** Server Upgrade	4		\$5,000
Food Service	5	Upgrade	\$14,625
Maintenance		Other	\$21,200

Hardware Total \$356,249

Network:

Title	Estimated Qty	Description	Total
SAN(Virtuals)	1	SAN Storage	\$45,000.00
Centurion	1	Maintenance Network Equip	\$50,000.00
Switch Upgrade/Other		Required Wireless	\$53,300.00
Sensaphone	2	Environmental Monitoring Equip	\$2,500.00
Wireless	140	Intstall, Wiring, Setup	\$75,000.00

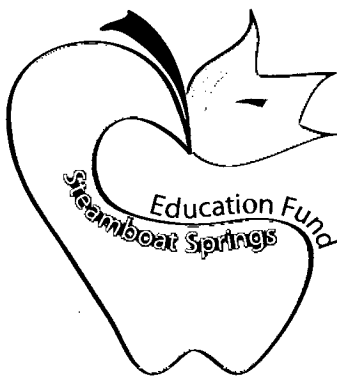
Network Total \$225,800.00

Training:

Technology Related, Staff Facing \$30,000.00

Training Total \$30,000.00

* sum together



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

May 24, 2013

Steamboat Springs School District Board of Education
325 7th St.
Steamboat Springs, CO 80487

Dear School Board Member:

In accordance with the resolution of the Board of Directors of the Steamboat Springs Education Fund, ("Fund Board"), has voted to gift to the Steamboat Springs School District the following:

G14-17-SR/H/SBS: Grant Writer

Funding in an amount not to exceed \$80,000 to provide salary and benefits for one grant writer to generate revenue from grant sources to help meet the goals of all three Routt County school districts.

("Gift") is contingent upon its acceptance by the Steamboat Springs School District Board of Education ("School Board"). In accordance with Fund Board policies all funds herein gifted must be spent by the School Board by October 31, 2014. All monies remaining unspent at that time will automatically be rescinded back to the Fund Board unless otherwise specifically acted upon by the Fund Board. If the School Board desires to accept this gift, please execute where provided below and the Fund Board will proceed to finalize the conveyance of the Gift to the Steamboat Springs School District. We will await your execution of this letter prior to making the Gift.

Sincerely yours,

STEAMBOAT SPRINGS EDUCATION FUND

By: Kristi Brown Date: 5/24/13

ACCEPTED:

STEAMBOAT SPRINGS SCHOOL DISTRICT

By: _____ Date: _____

Vote: 11 Yes 0 No