

Steamboat Springs Education Fund Board
May 3, 2017
5:30 PM
Human Services Board Room

Education Fund Board Directors present included Sam Jones, Kandise Gilbertson, Alissa Merage, Jeanne Mackowski, Cristina Magill, Jill Brabec, Summer Johnson, Norbert Turek, Kristin Wilson and Jay O'Hare. Chuck Mitchell was absent. Also present were Linda Thomas (SSEF accountant); advisors Brian Hoza (HSD) and Bob Logan (Soroco); Michael Hayes (MVMCS); Phil Kasper (HSD); Darci Mohr (Soroco); Brad Meeks and Marty Lamansky (SSSD); Tim Miles (SSSD & Soroco); Rim Watson (Soroco); and Diane Maltby (SSSD). 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.

- **Upcoming Meetings**

Sam suggested that, based on projected light attendance and few issues to discuss, the regular EFB meeting scheduled for May 24th and the regular GC meeting scheduled for May 17th both be cancelled. He offered that topics for discussion at the summer sessions could be set later in the meeting, and that interviews of prospective EFB and GC candidates could be held in September. There was consensus to cancel the May 24th and May 17th meetings.

- **Public Comment:**

There was no public comment.

- **Advisory Board Reports:**

Brian and Bob thanked the EFB for their hard work. Darci and Phil, both of whom having resigned their positions, also thanked the SSEF, noted the importance of the SSEF funds to the schools, and remarked on the unique nature of the SSEF.

Brad also thanked the SSEF and commended the improvements that had been made to the grant review process. He stated that he had spoken with Frank May of the Yampa Valley Medical Center Foundation (YVMCF), who said that no decisions regarding contributions to the schools for the mental health programming would be made until the last week in May. Brad requested that the EFB fully fund the SSSD mental health programming request, and asked that any funds for the programs covered by YVMCF be diverted to the SSSD professional development and musical instrument requests rather than rescinded to the SSEF general fund.

Regarding Innovation Grants, Brad suggested revamping the program to include an in-district vetting of applications. He also recommended that the allocation model be applied to the portion of the SSEF funding devoted to Innovation Grants. He said that this issue could be discussed in the summer sessions. Sam said that he would also like to hear from some teachers regarding the Innovation Grant process.

- **Meeting Minutes – April 5, 2017:**

MOTION

*Jill moved to approve the EFB meeting minutes of April 5, 2017 as written. Alissa seconded. **The motion carried unanimously.***

Steamboat Springs Education Fund Board of Directors' Meeting

- **Grants Commission Representative Reports:**

Kandise reported that the GC second reading process had gone fairly smoothly. Jeanne reported that she had attended the meeting, which she found very helpful. She recommended that EFB members, particularly new ones, attend the GC second readings and the presentations meetings in the future. She also noted the value of having the GC minutes included in the EFB meeting materials. Cristina agreed.

Regarding the Soroco request for a fiber connection between the elementary school and the pre-school, Cristina noted that SSEF is authorized to fund only K-12, and suggested that this should be discussed. The GC recommended funding the request because the fiber line is part of the larger infrastructure system.

Sam acknowledged the comments by MVMCS parents urging fairness and equity for all schools.

Cristina reviewed the GC discussion and decision not to recommend funding for the Power of Z Innovation Grant. There was a discussion of the recurring licensing fees for the software and the number of students that would be served by the project.

- **Financial Report**

Linda reviewed the financial report. She highlighted that the February receipts were 0.8% below forecast. This is the first month to come in under forecast for the year. She reported that averaged over the first ten months of the fiscal year, however, sale tax revenues are 8.62% higher than forecasted. Linda stated that the amount currently expected to be available for granting and other SSEF use for the 2017 – 18 fiscal year is \$3,464,231, after taking out the \$450,000 for the cash flow cushion and the \$33,000 for the BOCES multi-year grant.

Sam stated that while March and April receipts have not yet come in, the amount available for granting is approximately \$400,000 greater than last year.

- **Consideration and approval of grant awards**

There was a discussion of how many students would be served by the mental health services that YVMCF may or may not fund. Marty discussed the impact of the program and the relationship between it and the in-house counselling program. The EFB discussed the importance of the program and how to handle the grant request, given that it remains unknown if, or to what extent, the YVMCF will contribute towards this program. Cristina reviewed the GC discussion of the issue and its decision to recommend awarding \$80,000 for this grant. Norbert proposed making a contingent award of the additional \$20,000 needed to fully fund the program. There was general consensus to provide the additional funding to bring the award up to the full \$100,000 request. The EFB then discussed the proposal to re-allocate any funds covered by YVMCF to other SSSD requests. Following extensive discussion, the EFB decided to maintain its policy that any un-used funds would be rescinded to the general fund and would not be re-allocated to other requests.

Sam expressed concern with the relative underfunding of Innovation Grants. There was a discussion of possible reasons that fewer applications for these grants were submitted this year. Sam proposed increasing the funding of the middle school STEM program, arguing that this was an innovative program. He offered that in most cases innovation means STEM. Several EFB members stated their opposition, noting that the middle school request did not come through the Innovation Grants process, which is intended specifically for teachers' projects. There was agreement that the Innovation Grants should be discussed over the summer.

Jill expressed concern with approving additional funds over the budget and in doing so drawing down the cash flow cushion. There was discussion of budgeting vs. the use of the cash flow cushion, which is kept in place as a tool with which to manage fluctuations in the actual revenues and the invoices that need to be paid over the course of the year. Sam noted that the forecasted revenue remains over \$4,000 over the preliminary budget.

MOTION - Hayden

*Jay moved to approve an allocation of \$169,250 for the Hayden School District, as recommended by the Grants Commission and detailed in the spreadsheet below. Kandise seconded the motion. **The motion carried unanimously.***

MOTION - Soroco

*Summer moved to approve an allocation of \$161,000 for the South Routt School District, as recommended by the Grants Commission and detailed in the spreadsheet below. Jay seconded the motion. **The motion carried unanimously.***

The EFB discussed how to structure the grant for mental health services to ensure that any funds for the program contributed by the YVMCF would be rescinded to the SSEF, but to ensure that the project would be fully funded. It was decided that no additional language was needed, given that the standing policy is that funds are reimbursed only for projects specifically outlined in the application, and that all un-used funds are rescinded to the SSEF general fund.

MOTION - SSSD

*Norbert moved to approve an allocation of \$2,809,000 for the Steamboat Springs School District, as detailed in the spreadsheet below. Kristen seconded the motion. **The motion carried unanimously.***

MOTION - MVMCS

*Kandise moved to approve an allocation of \$70,000 for the Mountain Village Montessori Charter School, as recommended by the Grants Commission and detailed in the spreadsheet below. Jay seconded the motion. **The motion carried unanimously.***

MOTION – Community Groups and Innovation Grants

*Kristen moved to approve an allocation of \$130,445 for Community Groups and Innovation Grants, as recommended by the Grants Commission and detailed in the spreadsheet below. Summer seconded the motion. **The motion carried unanimously.***

MOTION – Collaborative Grants

*Jay moved to approve an allocation of \$113,920 for Collaborative Grants, as recommended by the Grants Commission and detailed in the spreadsheet below. Summer seconded the motion. **The motion carried unanimously.***

Sam proposed increasing the amount allotted for administrative costs for the coming year by \$10,000, noting that the SSEF would need to spend funds to educate the community on what the SSEF does in preparation for the ballot initiative to renew the sales tax. Norbert proposed adding some additional funding to support an advocate to visit the schools and promote the Innovation Grants. Cristina suggested that this job could be assigned to the grant writer already funded by the SSEF. Linda stated that if additional funding for administrative expenses is needed, the EFB could approve those funds at any time. There was further discussion of how the cash flow cushion would be impacted by increases to the budget.

It was noted that the cash flow cushion is a placeholder in the budget, and fluctuates continually over the year.

MOTION – Cash flow cushion

Summer moved to approve cash flow cushion of \$420,000, as detailed in the spreadsheet below. Jeanne seconded the motion. **The motion carried unanimously.**

MOTION – Administrative expenses

Kristen moved to approve an administrative budget of \$40,000, as detailed in the spreadsheet below. Kandise seconded the motion. **The motion carried unanimously.**

MOTION – Total Budget for 2017-18

Kandise moved to approve a total budget for granting of \$3,493,615 for the 2017 – 18 fiscal year, as detailed in the spreadsheet below. The total approved SSEF budget, including the cash cushion of \$420,000 is \$3,913,615. Summer seconded the motion. **The motion carried unanimously.**

Phil noted that at the beginning of the grant application process each district was given a target number. The HSD requests were higher than the initial target, and the allocation had to be trimmed to meet the budget. The Soroco requests came in under the target, but Soroco was denied the opportunity to increase its requests, whereas for the second year in a row SSSD has come in at the very end of the process to ask for an increase to its allocation, and this increase has been granted. Last year an increase was awarded to address all-day K and this year it was awarded to cover the mental health program. He expressed concern with this trend and resulting inequity in the process.

Brian added that if funds are rescinded because YVMCF contributes to the SSSD program, the rescinded funds could be awarded to HSD or Soroco. Sam offered that the decision was stick with the protocol regarding rescission.

MOTION –Revenue forecast for 2017-18

Jay moved to forecast revenues for the 2017-18 fiscal year to remain the same as the 2016-17 actual revenues. Kristen seconded the motion. **The motion carried unanimously.**

- **Communication Report**

Jeanne reported that she had attended the SSSD BOE meeting at which class size was discussed. She noted that the issue is complex, and that many questions about it are being directed to CC4E. She suggested that the SSEF needs to decide how it defines class size and clarify how its efforts support reductions in class size. There was a discussion of the disparity between how the district defines class size and what parents perceive. This should be added to the topics for summer sessions, and should be discussed with the district.

- **EFB Officers and vacancies**

Sam, Cristina and Jay all agreed to continue on in their current positions as officers. Summer said she was undecided about whether to renew her EFB position, but in any case, did not want to continue on as secretary. Kristen said she would not be renewing her position.

There was discussion of board recruitment and commitment. Sam suggested that anyone unable to commit to attending at least 5 meetings per year should not be considered for the EFB or GC. Kristen recommended that the EFB should solicit a new member who lives in the district, but does not have children in the school system.

There is one open position on GC, and two or three open positions on EFB.

- **Topics for the summer sessions**
 - Class size
 - Innovation Grants: process and definition
 - Calendar of meetings
 - Communication Plan with tactical calendar
 - Review of allocation model with consideration of MVMCS
 - Capturing institutional knowledge; orientation and requirements for new members

• **Adjourn**

MOTION

Kandise moved to adjourn the meeting; Cristina seconded. The EFB meeting adjourned at 7:45 p.m.

	Requested	Approved	Requested	E
Grant History	2016-2017	2016-2017	2017-2018	2
Hayden Technology Staff	\$50,516	\$45,000	\$52,200	
Hayden Technology Hardware	\$0	\$0	\$33,250	
Hayden Technology Network	\$60,479	\$60,479	\$60,000	
Hayden Technology Software	\$11,900	\$11,900	\$32,600	
HDN Intervention Staff	\$31,237	\$31,237	\$34,000	
total Hayden	\$154,132	\$148,616	\$212,050	\$
SR Technology Staff	\$0	\$0	\$0	
SR Technology Hardware	\$42,900	\$42,900	\$11,800	
SR Technology Network	\$39,600	\$39,600	\$42,700	
SR Technology Software	\$3,500	\$3,500	\$3,500	
SR Elementary Math Curriculum			\$15,200	
SR GT Coordinator (.44 FTE)			\$6,800	
SR Science Teacher (.6 FTE)	\$30,000	\$30,000	\$0	
SR Math Teacher (.3 FTE)			\$21,000	
SR Instructional Coach (.5 FTE)	\$30,000	\$30,000	\$30,000	
SR Technology/Business Teacher (.5 FTE in past, .6 new grant)			\$30,000	
total South Routt	\$146,000	\$146,000	\$161,000	\$
SSSD Academic Excellence (17 FTE)	\$1,204,825	\$1,204,825	\$1,280,000	\$
4th Grade SPE Teacher		\$75,000	\$0	
SSSD ELL	\$175,000	\$175,000	\$175,000	
SSSD GT	\$100,000	\$100,000	\$100,000	

SSMS French		\$7,500	\$8,500	
SSSD Instructional Coaches (2 FTE)	\$142,000	\$142,000	\$150,000	
SSSD Profesional Development			\$50,000	
SSHS Adaptive PE	\$15,000	\$15,000	\$15,000	
SSSD Mental Health Services Supports			\$100,000	
STEM Enhancement SSMS			\$10,000	
SSSD Curriculum Materials & Adoptions			\$125,000	
SSSD Instrumental Music			\$25,000	
14 Person Activity Bus			\$0	
SSSD Technology Staff	\$65,000	\$65,000	\$65,000	
SSSD Technology Hardware	\$220,100	\$202,442	\$300,000	
SSSD Technology Network	\$304,900	\$304,900	\$227,500	
SSSD Technology Software	\$130,000	\$130,000	\$150,000	
NRCCS Instructional/Intervention/Data	\$41,000	\$41,000	\$43,000	
NRCSS Math Instructional Aide			\$31,000	
total Steamboat Springs	\$2,397,825	\$2,462,667	\$2,855,000	\$2
MVMCS Playground	\$45,000	\$0	\$0	
MVMCS Business Manager (.5)	\$30,000	\$0	\$0	
MVMCS Arts Coordinator			\$45,000	
MVMCS Literacy Coach/Interventionist			\$60,000	
MVMCS Technology (Powerschool Software)			\$18,000	
MVMCS ESL and Spanish Teacher			\$60,000	
MVMCS Yampatika			\$25,000	
total Other District	\$75,000	\$0	\$208,000	
Yampatika Environmental Literacy	\$30,000	\$25,000	\$27,949	
RMYC Science School	\$38,000	\$30,000	\$37,895	
Partners Middle School Mentors	\$119,325	\$97,408	\$40,000	
Steamboat Springs Ensemble	\$7,400	\$3,000		
Integrated Community	\$12,000	\$5,000	\$15,000	
NW Colorado VNA Youth Resiliency	\$30,000	\$0		
Yampa Valely Autism Program	\$4,000	\$2,000	\$4,000	
Strings Music Festival	\$10,000	\$3,000		
Routt County CEO	\$25,000	\$15,000		
Steamboat Arts Council Create Space			\$5,000	
Junior Achievement			\$10,000	
Innovation: Virtual Field Trips (Hayden)			\$7,700	
Innovation: Mystery Science (SCE)			\$299	
Innovation: Culinary Arts (Hayden)			\$11,655	

Innovation: Designing Culture Intentionally (MVMCS)			\$17,350	
Innovation: Power of Z (SSMS)			\$25,000	
total Community Groups & Innovation	\$275,725	\$180,408	\$201,848	\$
All Day Kindergarten		\$33,095		
Grant Writer	\$80,000	\$80,000	\$75,920	
i3 SEED Federal Match	\$38,000	\$38,000	\$38,000	
total Collaborative Grants	\$118,000	\$151,095	\$113,920	\$
Administrative Expenses	\$30,000	\$30,000	\$30,000	
total Admin Expenses	\$30,000	\$30,000	\$30,000	\$
Cash Cushion	\$450,000	\$450,000	\$450,000	
total Cash Cushion (formerly the "reserve")	\$450,000	\$450,000	\$450,000	\$
Total Budget	\$3,646,682	\$3,568,786	Requested: \$4,231,818	\$3
Less Cash-Flow Cushion	-\$450,000	-\$450,000	-\$450,000	-
Total Budget Requested for Granting	\$3,196,682	\$3,118,786	\$3,781,818	\$3