

Steamboat Springs Education Fund Board
November 8, 2017
5: 30PM
Human Services Board Room

Education Fund Board Directors present included Sam Jones, Kandise Gilbertson, Alissa Merage, Jeanne Mackowski, Cristina Magill, Jill Brabec, Norbert Turek, Jay O’Hare, Chris Johnson, Jon Wade and Adam Alspach. Also present were Linda Thomas (SSEF accountant); advisor Margie Huron (SSSD); Superintendent Brad Meeks (SSSD); and Tina Goar and Julie Dalke (NW BOCES). 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:**

Brad thanked the SSEF for the letter of support for the recently passed school bond issue and mill levy override. He reviewed the next steps: establishing four different advisory committees and surveying the community.

- **Board and GC Representative Comments**

Sam stated that the spending standards and reimbursement policies of the SSEF are well-defined. He stated that funds to be reimbursed must be spent during the school year following the grant award and prior to June 30th. If grant funds are not claimed prior to October 31st, those funds will be rescinded to the SSEF.

- **Advisory Board**

Margie thanked the SSEF for its support for the SSSD ballot measures.

- **Meeting Minutes – October 3, 2017:**

MOTION

*Cristina moved to approve the EFB meeting minutes of October 3, 2017 as written. Jay seconded. **The motion carried unanimously.***

- **i3 SEED Grant Update**

Tina Goar, the NW BOCES Executive Director, provided an overview of the structure, services and mission of the NW BOCES, a seven school district cooperative that includes 21 individual schools. She then introduced Julie Dalke, NW BOCES Professional Development & Technology Integration Coordinator, who provided an update on the i3SEED program. Julie reviewed a list of organizations, including SSEF, that contributed to the required matching funds needed to obtain the grant. She reviewed the elements of the i3SEED program for blended delivery of professional development and stated that the SSEF funds had paid the salaries of two innovation coaches. Julie reviewed the level of participation of teachers in the different programs offered. She noted the independent evaluation of the program and the positive feedback they have received from the participating teachers.

In response to a question from Cristina, Julie clarified the SSEF has one more payment to make, but that the program will continue for another two years after the current year. Plans will be made to sustain the program beyond its current funding. In response to a question from Norbert, Julie stated that the content is

being created solely by the innovation coaches. Tina said several other districts have expressed interest in the program, and that NW BOCES is looking into various avenues for sustaining the program into the future.

- **Financial Report**

Linda stated that the final audit had been received with an unqualified report, and without adjustments. She said that tax return is also complete.

Linda reviewed the financial reports, as included in the meeting materials. She noted that the October deposit was up 11.8% over forecast. Fiscal year-to-date deposits are up 9.4% over forecast.

Regarding the decline in September deposits, Sam stated that the ½-cent tax that funds SSEF is a sales *and use* tax. He said that while sales taxes were slightly up, there was an unusual lag in construction permit and vehicle registrations fees, which accounted for the decline.

Sam noted that the cash flow cushion is currently at \$789,879. Any amount over \$450,000 is considered a surplus going into the grant cycle.

Brad asked about the \$100,000 awarded for the mental health grant that was then funded by YVMC. Linda stated that these funds will be rescinded in the fall of 2018, as they were just awarded this past June.

Sam noted the sales tax deposits history going back to 1993 included in the meeting materials.

MOTION

*Alissa moved to approve the SSEF audit for 2017. Kandise seconded the motion. **The motion carried unanimously.***

MOTION

*Jeanne moved to approve the tax filing, as presented. Jay seconded the motion. **The motion carried unanimously.***

- **Rescissions**

Sam reviewed the rescissions as follows:

G17-07-Com	Yampa Valley Autism Program	\$ 350.00
G17-13-SR	SR Science Teach (.6 FTE)	\$ 615.83
G17-24-SR/G/SBS	All-Day Kindergarten	\$ 13.00 (Hayden)
G17-25-SR/H/SBS	Grant Writer	\$17,941.47 (\$11,457.40 is due to error in SSSD billing for last two years, \$6,484.07 is from current year)
G17-27-A	Administration	\$ 7,097.71
G15-20-A	Administration - Outreach	\$ 3,250.00 (this is amount remaining on the 2014/2015 outreach amount that was not previously rescinded)

Total Potential Rescissions

\$29,268.01

Sam noted that the un-used outreach funds had been budgeted for a second video to be produced by Chris Sias. He noted that this project had been delayed. A portion of the funds was used to revamp the website. The \$3,250 represents the remaining outstanding funds. Linda noted that the auditors had expressed concerns about the administrative expenses being listed as a grant that was then to be rescinded. She

suggested rescinding the total amount and then re-budgeting additional funds to the administrative account.

MOTION

*Jill moved to rescind \$29,268.01 in un-claimed awarded funds to the SSEF. Cristina seconded. **The motion carried unanimously.***

- **Systems and Processes for application review**

Jay reviewed the revised applications, noting that they are shorter, clearer and easier to read for applicants as well as reviewers. He reviewed the revised naming system that will make identifying the grants much easier. He said that he will conduct a tutorial at the February meeting on how to comment on the applications during the Q&A period. In response to a question from Kandise, Sam stated that Amber and Jenny are working on linking the accountability reports back to the original applications. Jeanne said that the accountability report summary will be posted on the website.

- **Committee Reports**

- Governance – Norbert distributed an outline of the policies and procedures. He noted that the SSEF operates very differently than most non-profits, and that the EFB has a high-level oversight role, but has little to do with most of the policies and procedures. He reviewed the purpose of the policies and procedures document. Norbert said that anyone with contributions to add to the document should send them to him. Cristina said that a sub-committee is working on establishing procedures for the GC. Norbert offered that the policies for how the granting process works should be codified to prevent confusion about the respective roles of the EFB and GC. Sam suggested that identifying the least defined or most confusing areas of SSEF operations would be very helpful.
- Communications – Jeanne said that she had little to report at this time, but that the goals and tactics, including a timeline for the communications plan, will be available by January. The focus will be on education and awareness. She said that the sub-committee is in the process of identifying a list of influential community members that can be tapped to drive the outreach. Jeanne said that the FAQs are expanding. Regarding the campaign, Jeanne offered that the EFB would be leading the community education process, starting early. The campaign committee would not be formed until late spring.
- Grants Commission – Cristina announced that because the accountability report review was pushed back to January, the November GC meeting has been cancelled.

- **Agenda Items for December meeting**

Sam suggested that the December meeting may not be necessary. The January 10th meeting (currently on the calendar as TBD) will be held, and will focus on communications. The review of accountability reports will be added to the February 7th EFB meeting.

- **Adjourn**

MOTION

*Alissa moved to adjourn the meeting; Kandise seconded. **The EFB meeting adjourned at 7:51 p.m.***