

Steamboat Springs Education Fund Board and Grant Commission
November 9, 2016
5:30 PM
Human Service Center Board Room

Education Fund Board Directors present included Sam Jones, Kandise Gilbertson, Jay O'Hare, Norbert Turek, Jeanne Mackowski, Summer Johnson, Jill Brabec, Cristina Magill and Alissa Merage. Kristin Wilson was absent. Also present were Linda Thomas (SSEF accountant); advisor Margie Huron; Tim Miles (SSSD and Soroco); and Brad Meeks (SSSD). Sarah Katherman prepared the minutes from a recording of the meeting.

- **Call to Order:**

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

- **Public Comment:**

There was no public comment.

- **Meeting Minutes – October 5, 2016:**

MOTION

Cristina moved to approve the EFB meeting minutes of October 5, 2016 as written. Norbert seconded. The motion carried unanimously.

- **Financial Report**

Linda reviewed the financial statements as included in the meeting materials. She highlighted that sale tax revenues have come in 11.74% higher than forecasted. She stated that the money currently expected to be available for granting is \$3,729,647. Sam noted that Linda would be providing only this high-level view of the financials from now on, unless EFB members would like more information. Norbert said that he would appreciate it if the financial committee would bring significant items to the attention of the EFB. Sam said that later in the granting year they would also be providing an estimate of how the funds would be broken out under the current modeling. Sam added that the cash cushion is currently projected to be \$572,827.

- **Rescissions**

Sam explained the rescission process. Sam and Linda explained the changes that had come in since the list of rescissions was included in the financial report.

MOTION

Cristina moved to approve the rescissions for a total of \$22,537.83. Jay seconded the motion. **The motion carried unanimously.**

- **Audit and Tax Return**

Sam stated that the audit had come back clean and Linda stated that there had been no problems with the tax return. Sam reported that the audit will be delivered to City Council on December 6, 2016.

MOTION

Summer moved to approve the audit as presented, and approve and authorize the filing of the 2015 Form 990 tax return. Jeanne seconded. **The motion carried unanimously.**

- **Governance: By-laws and Policies & Procedures**

Norbert presented a profile spreadsheet that would be used to gather information about the skills and experience of each EFB member to ensure that the board represents a cross-section of the community and a set of appropriate skills.

Norbert reviewed the distinction between advisors and non-voting board members and recommended that the BOE representatives should be categorized in the by-laws as advisors.

Norbert said that the existing SSEF Policies & Procedures reiterate much of the information contained in the By-Laws. He noted that the EFB functions as a foundation board, rather than as a traditional non-profit board. He advised that all the reiterative material in the Policies & Procedures should be deleted. Norbert added that much of what is in the Policies & Procedures regarding how grant applications are processed could be accomplished through a contract. He reviewed the separate functions of the By-Laws and Policies & Procedures. Sam stated that he would like these documents finalized and approved prior to entering into the grant review cycle. He stated that one of the purposes of cleaning up the SSEF documents regarding governance is to ensure that the organizational structure is fully defensible prior to the sales tax coming up for renewal.

Norbert reviewed a list of questions regarding the function of the EFB and the activities of board members. He agreed to edit the governance documents as discussed and present them to the EFB for approval in December.

- **Technology Discussion – Tim Miles**

Tim stated that throughout his tenure in his position he has developed a long-term plan for providing broadband and has been working in the background to ensure that the schools are served with sufficient and affordable internet capacity. He described the fiber optic project that will extend throughout the City and presented a site plan of the route the cable will take. He stated that the project is a partnership of the City, the County, YVEA, YVMC, the Chamber Resort Association and the school district. CMC will be a customer of the system. Tim reviewed the history of the means and costs associated with providing internet to the local schools. He said that the new proprietary system, which is the first of its kind in the state, will provide very high speed internet for a radically reduced cost, and once fully implemented will benefit the entire community. He also described the proposal to extend the school-based system state-wide. Kandise described the importance of having sufficient bandwidth in the classroom. Tim emphasized that none of the student-facing technology will work without the background infrastructure. Tim said that the system is expected to be live by July 2017.

- **Communications Report**

Jeanne said that the website redesign is underway. She asked the EFB to look over the old site and provide input on what should be on the new site. She will distribute a google doc for comments. Jeanne reviewed the plan to do outreach regarding Innovation Grants at each of the schools, and also get the word out regarding Community Group Grants. She added that the other goal was to see SSEF funds in action at the schools and generate some publicity about what the fund does. Jeanne presented a flyer with information on the SSEF to be presented at the schools. Cristina suggested that the information should focus on Innovation Grants. Summer suggested that separate a flyer should be created for parents. Cristina recommended that teams of one GC member and one EFB member visit each school. There was a discussion of how to include the new Montessori school in the outreach.

Jay reported that the applications are open and live. He said that the google drive contains new folders labeled Innovation Grants 2017, Communication Grants 2017 and School District Grants 2017. Sam said that Sarah will share the applications with GC and EFB as they come in.

- **Agenda for the December meeting**

- Accountability Reports
- Final approval of By-laws, Policies & Procedures
- Allocation model
- Defining Innovation

- **Other Business**

Sam suggested that one idea being considered for how to include the Montessori school within the allocation model would be to combine the non-Steamboat school districts (Montessori school, Soroco and Hayden Districts) into one category in the model. That category would be allocated approximately 10% of the total, based on the number of students served by each. He asked EFB members to consider this option for further discussion at the December meeting.

Diane Maltby stated that she is now working for the school district, but still has her separate program, which operates as a non-profit through the Arts Council. She said all of her robotics equipment is being used wherever it is needed. She asked if she should apply for an Innovation Grant or for a Community Group Grant. Jill suggested that she discuss the issue with the school district.

The next EFB meeting is scheduled for December 7, 2016 at 5:30 p.m.

- **Adjourn**

MOTION

Cristina moved to adjourn the meeting; Jay seconded. The EFB meeting adjourned at 7:15-ish p.m.