

Steamboat Springs Education Fund Board
December 7, 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 Kristin Wilson. Alissa Merage was absent. Also present were Linda Thomas (SSEF accountant); advisors Brian Hoza and Margie Huron; GC members Jenny Maxwell and Courteney Famulare; Tim Miles (SSSD and Soroco); and Marty Lamansky (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:**

Marty reported that the Craig-Scheckman Foundation had matched the \$15,000 SSEF grant for adaptive PE to be provided in conjunction with STARS. He said that the Craig-Scheckman Foundation has indicated that it is interested in continuing to support this program. There was a discussion of the benefits of leveraging SSEF funds.

- **Meeting Minutes –November 9, 2016:**

MOTION

*Cristina moved to approve the EFB meeting minutes of November 9, 2016 as written. Jay 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 11.01% higher than forecasted, averaged over the first five months of the fiscal year. She stated that the money currently expected to be available for granting is \$3,343,653, after taking out the \$450,000 for the cash flow cushion. Sam noted that it is really too early to make solid projections.

- **Accountability Reports**

Sam stated that GC member Beth Wilhelm was reviewing the reports and following up on any unanswered questions. He asked the EFB to review the reports in anticipation of receiving applications from many of the same people and organizations. Sarah will create a tab for the accountability reports on the materials website. Jeanne noted that releases must be obtained before the SSEF can use the photos submitted with the accountability reports. Sam will follow up with Marty on this issue. Norbert asked how the measures listed on the accountability reports are determined. Sarah stated that the measures are those that were provided in the application. There is also an instruction sheet that accompanies the report and explains the types of responses that should be provided. Norbert offered that the worksheet should be included in the Policies and Procedures. The accountability reports discussion will be continued in January.

- **Allocation Model**

Sam stated that the question is how the new school (the Montessori charter school) will be accommodated within the allocation model. The Montessori school has a K-5 enrollment of 103 students, all but one of

whom reside in the RE-2 school district. Sam stated that it has been determined that the charter school is a public school. He noted the discrepancy in the enrollments of Hayden and Soroco school districts and offered that the charter school could be included in the 10% that goes to these districts, with allocations based roughly on enrollment. He stated that based on last year's grant funding, this would mean approximately \$42,000 would go to the Montessori school, taken largely out of the Soroco allocation. Summer expressed concern with the waiting list at the charter school, noting that other schools must accept everyone. Kandise suggested that the charter school should be considered a community group. Following discussion, the EFB decided that the following questions should be asked of the Montessori school:

- What is the selection process for admitting students?
- What is the waiting list for each grade and is it based on capacity?
- What are the plans for growth of the school and will there be a maximum enrollment?
- Is the charter school required to supply para-professional assistance, the same level of testing and other elements that contribute to the financial burden on traditional public schools?
- Does the Montessori school have access to other funding/grants that public schools are not eligible to receive?

There was a discussion of the pros and cons of moving toward a per capita-based allocation model and the importance of determining where students reside, even if they attend RE-2 schools. Jill suggested that the discussion should include Hayden and Soroco, since they would be most impacted if charter school were to be included in the 10% allocation. Sam noted that all the grants are discretionary and should be based on the quality of the application. He added that it is important to ensure that the allocation model is used only as a guideline.

- **Innovation Grant and school visits**

Sam reported on his visit to the Steamboat Springs Middle School. Jenny suggested that an email including the Innovation Grant flyer out to all the school principals. Cristina asked if the website could include a .pdf of the application questions for potential applicants to refer to. Jeanne suggested that those who do school presentations should supply feedback toward the development of a list of talking points for future presentations. She stated that a separate column could be added to the sign-up sheet for this purpose.

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

Norbert reviewed that the BOE representatives to the EFB have been re-defined as advisors to the board rather than as non-voting directors.

MOTION

Summer moved to approve the amended SSEF By-laws, as presented, with all recommended changes. Kandise seconded the motion. **The motion carried unanimously.**

Norbert reviewed the separate functions of the By-laws and Policies & Procedures, noting that the Policies & Procedures document provides an institutional history and outline of how the organization operates and does its business. He said that the document remains a work in progress. He said that the Policies & Procedures should include accurate descriptions of the roles and duties of the officers. Sam suggested that this document be reviewed at the January meeting. Norbert asked for recommendations regarding other items that should be included in the Policies & Procedures.

There was a discussion of the important role that the BOE representatives play in the process. Jill noted the importance of institutionalizing that advisory role in the governance documents to ensure that the BOE representatives can be relied upon by the EFB to provide accurate information from the districts.

Marty added that including the role of the advisors in the policies will help to improve communication and build a better relationship between the EFB and the districts.

MOTION

Kandise moved to table the review and approval of the Policies & Procedures to the January EFB meeting. Norbert seconded the motion. **The motion carried unanimously.**

- **Communications Report**

Postponed to the January meeting.

- **Agenda for the January meeting**

- Annual Public Meeting
- Accountability Reports
- Communications Report
- Final approval of Policies & Procedures
- Allocation model

- **Adjourn**

MOTION

Cristina moved to adjourn the meeting; Jay seconded. The EFB meeting adjourned at 7:00 p.m.