

Steamboat Springs Education Fund Board
March 7, 2018
5: 30PM
Human Services Board Room

Education Fund Board Directors present included Sam Jones, Jeanne Mackowski, Cristina Magill, Jill Brabec, Norbert Turek, Jay O'Hare, Chris Johnson, Kandise Gilbertson and Adam Alspach. Jon Wade and Alissa Merage were absent. Also present were Linda Thomas (SSEF accountant); Tim Miles (SSSD); Christy Sinner (Hayden); and Brandon LaChance (NRCCS). 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 and Advisory Board Comment:**

There were no public or Advisory Board comments.

- **Meeting Minutes – February 7, 2018:**

MOTION

Cristina moved to approve the EFB meeting minutes of February 7, 2018 as written. Kandise seconded. The motion carried unanimously.

- **Committee Reports**

- Communications – Jeanne reviewed the community groups and organizations scheduled for SSEF outreach and education presentations, and identified those responsible for contacting them. It was decided that the SSEF could host a presentation event for all community groups' boards that have received SSEF funding, rather than meeting with each group individually.

Jeanne reviewed the presentation she had developed, incorporating the content from the FAQs written by Norbert. The presentation explains how the SSEF gets and distributes its money. It includes charts and graphs showing what has been funded by the SSEF. Jeanne noted that SSEF funding pays the salaries of about 9% of SSSD teachers. The FAQs will be posted on the website. Sam noted that the presentation could be modified in response to questions and feedback received after a few presentations have been given.

Jeanne said she had been visiting school with Chris Sias, filming and interviewing teachers and administrators. The material will be used to produce a second informational video. She noted that the schools have been very cooperative. Sam suggested that the first video, which concentrated on community groups, should be posted on the website.

Jeanne asked who would be coordinating the campaign committee. Sam suggested that past SSEF presidents could be tapped to help. The following people were suggested: Kristi Brown, Mark Anderson, Paul Sacks and Mark Scully. Robin Crossan, Roger Good and Jerry ? were also suggested. Jeanne suggested that Tom Sharp and Jim Gill might also be asked to serve on the committee. Sam said he would begin to assemble the group, whose work will be concentrated in the August – October run-up to the election. Jeanne said that the committee would need a chairperson and someone to be in charge of fundraising. There was a discussion of how the campaign funding would be spent.

- Governance – No report.

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- Finance – Sam reported that the transfer to Alpine Bank had been successful. Linda mentioned that Alpine Bank is not requiring the \$50,000 minimum deposit as previously discussed.
- Grants Commission Report – Kandise reported that the GC had discussed the Community Group and Innovation Grant applications and had come up with preliminary funding levels. These are available on the working budget spreadsheet, which is now a google doc posted on the meeting materials website. Kandise said that the allocation model had been discussed. Cristina noted that assuming \$4 million is available for granting, the 5% allocation for Community Groups and Innovation would be \$200,000. The GC ended up with a preliminary budget of \$189,868.

- **Financial Report & Budget Discussion**

Sam noted that in last month's discussion of the budget, no amount had been set for the administration budget. Norbert suggested leaving it at \$40,000. Sam noted that last year's budget was set higher than the prior \$30,000 allocation to accommodate the production of the video and other outreach materials. Sam reviewed the usual administrative expenses. Cristina noted that the administrative expenses very rarely reached the amount budgeted.

MOTION

*Jill moved to set the administration budget at \$30,000. Jeanne seconded the motion. **The motion carried unanimously.***

Linda reviewed the financial reports, as included in the meeting materials. She noted that the most recent deposits were up 2.4% over forecast. The fiscal year-to-date deposits are up 9.29% over forecast. The amount of funding available for granting, after taking out \$30,000 for administrative expenses, \$33,000 for the BOCES grant payment and \$450,000 for the cash flow cushion (not yet finalized), is currently expected to be \$3,993,246.

Linda noted that the proposed allocation guidelines are listed at the bottom of the estimated budget sheet of the financial report. Sam stated that the total budget and cash flow cushion would be set at the April EFB meeting.

- **Preliminary Application discussion**

There was a discussion of the Q & A process. Cristina noted that some questions had not yet been answered, particularly on a few SSSD applications. Sarah noted that the deadline for responses was last Friday and asked if the outstanding questions should be left unanswered or whether additional outreach was needed. Cristina asked Tim to pass along to Brad a request that he review the questions on the SSSD applications again. Norbert offered that this was really a GC issue, not an EFB issue. Sam asked if the EFB supports the current protocol that both the EFB and the GC are allowed to ask questions on individual grant applications, even though vetting the applications is really only within the purview of the GC. He suggested that the application Q & A procedure should be discussed and clarified over the summer.

- **Agenda for April meeting**

- Set total budget
- Review contracts
- Review upcoming vacancies

- **Other Business**

Sam stated that at the most recent GC meeting Jenny and Susan, who sit on the boards of applicant community groups, had participated in the full discussion but had not voted on the funding for organizations with which they are affiliated. He said that there had been a question regarding the potential conflict of interest of teachers who are employed by applicant districts. Kandise said that she would recuse herself if she were a direct applicant of an Innovation Grant, but offered that there was no way of knowing if a position would be affected by SSEF funding unless the application was for specific class. Sam agreed that it would be impractical and unhelpful to expect GC and EFB members who are teachers to recuse themselves from all district issues. Cristina emphasized the value of teacher input. Christy Sinner stated that she had attended the recent GC meeting had not perceived any bias in the process. Sam suggested that the input SSEF receives from teachers and administrators should be included in the communications about the SSEF process. Jill stated that if the teachers disclose that they are employed by the districts, and the rest of the body approves of their participation, they are covered. Sam will relay this information to Jenny.

- **Adjourn**

MOTION

*Norbert moved to adjourn the meeting; Adam seconded. **The EFB meeting adjourned at 6:50 p.m.***