

Steamboat Springs Education Fund Board

April 3, 2019

5:30PM

Human Services Board Room

Education Fund Board Directors present included Sam Jones, Jeanne Mackowski, Jon Wade, Jill Brabec, Julie Tourigny, Jay O'Hare, Chris Johnson, Kandise Gilbertson, Cristina Magill, Norbert Turek and Adam Alspach. Also present were Linda Thomas (SSEF accountant); Brian Hoza (Hayden), Brad Meeks and Tim Miles (SSSD); Brandon La Chance and Dan Kohler (NRCCS); and Michael Girodo (MVMCS). 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 –March 6, 2019:**

MOTION

*Adam moved to approve the EFB meeting minutes of March 6, 2019 as written. Jay seconded. **The motion carried unanimously.***

- **Committee Reports**

- Grants Commission Report –Cristina reviewed that the GC had discussed the Community Group applications in February and the School District applications in March. She said that the preliminary recommendations had come in approximately \$9,000 over allocation for Community Groups and \$45,000 over for School Districts. The preliminary recommendations are now available on the working budget spreadsheet. Kandise and Cristina reviewed the process that the GC used to come up with its preliminary numbers. The final recommendations will be determined at next week's GC meeting.

Cristina and Kandise reviewed the discussion of the Pathways grant applications and the varying opinions about these applications among Grants Commission members. Sam described the concrete canoe project underway at the SS High School, which involves cross-disciplinary collaboration, problem solving, mechanics, math and technical skill. Kandise suggested that the application for these programs could be modified slightly to clarify what the SSEF is looking for.

- Communications – Jeanne said that a press release had been put out on March 15th and that the paper intends to publish a more complete story when the grants have been awarded. She suggested that the EFB submit a letter to the editor, perhaps in May, thanking the voters for renewing the sales tax and describing how the money will be spent.
- Governance – Norbert reviewed the D & O policy and reported that the premium for the policy will not go up next year. He said that it automatically renews in July. Sam urged everyone to write up a summary of the procedures and practices developed over the past few years that allow the Education Fund to operate smoothly. This information should be submitted to Norbert, who

will compile the information into a procedural guide (the Policies & Procedures document) to serve as reference for future EFBs. This document should include information on topics such as the allocation model and the sales tax renewal campaign. Norbert said that he would put together a brief questionnaire to facilitate the process. Jeanne said that the campaign is well documented on the Google drive.

- Finance – No report.

- **Collaborative Grants discussion**

Sam said that Jenny had requested that the EFB consider a modification to the description of the Collaborative Grants to include language regarding leveraged funds. He noted that the issue had come up in context of the grant request by MVMCS for funding to pay for a grant writer. Sam reviewed the types of grants that have been included in the Collaborative category of grants over the years. The question is whether it is fair for the grant writer funding to be included in the MVMCS allocation when it is not included in the other districts' allocations.

In response to a question from Cristina, Michael reviewed how he had determined that \$4500 was the appropriate amount to request by allocating percentages of Karla's salary to the three districts she serves. He stated that while Karla does not have the time to work as the grant writer for MVMCS, she may be able to act as a consultant.

Cristina said that leveraging funds, while very valuable, is not the same as collaboration. She offered that the proposed new language would redefine this pot of money. She suggested that changing the purpose of these grants may be warranted, but it would be inappropriate to make that change in the middle of a grant cycle. She proposed discussing this issue at a summer work session. Jill noted that the goal of the collaborative grants was not so much to leverage funds as to improve efficiency. Brian agreed that the collaborative approach allows for shared resources and outcomes. There was general consensus that the topic should be deferred to a summer session.

- **Financial Report**

Linda reviewed the financial reports, as included in the meeting materials. She noted that the most recent deposit (January tax receipts) was up 3.1% over forecast. The fiscal year-to-date deposits are up 4.8% over forecast. Linda noted that in March the EFB had approved a preliminary budget that did not include the cash flow cushion. Sam said that the budget would need to be reset. He suggested that the administrative budget could be reduced from \$38,000 to \$30,000. Sam said that a 10% cash flow cushion would come to \$424,983. Norbert suggested setting it at \$420,000.

MOTION

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

MOTION

*Norbert moved to set the cash flow cushion at \$420,000. Jon seconded the motion. **The motion carried unanimously.***

MOTION

*Adam moved to amend the preliminary budget to include the cash flow cushion, for a total of \$4,244,850. Kandise seconded the motion. **The motion carried unanimously.***

- **Contracts Review**

Sam stated that the current contracts with Linda, Paul, McMahon (auditors) and the D & O insurance providers are all up to date.

- **Term Expirations & Renewals**

Sarah reviewed that the EFB terms of Kandise, Jay, Chris and Norbert would all expire in June. Kandise is renewing her term; Jay is not. Chris will contact Sarah with her decision. Sarah will reach out to Norbert (who had just left the meeting). Jenny will contact Beth and Amber, the two GC members (besides Kandise) whose terms are expiring this year. The position on the GC designated for a Hayden representative will also need to be filled.

- **Agenda for April meeting**

- Official awarding of grants

- **Adjourn**

MOTION

Jay moved to adjourn the meeting; Adam seconded. The EFB meeting adjourned at 6:35 p.m.