

Steamboat Springs Education Fund Board

May 1, 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 and Norbert Turek. Adam Alspach was absent. Also present were Brian Hoza (Hayden), Brad Meeks, Jay Hamric and Tim Miles (SSSD); Rim Watson (Soroco); and Frances Hohl (*Steamboat Pilot & Today*). 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 – April 3, 2019:**

**MOTION**

*Norbert moved to approve the EFB meeting minutes of April 3, 2019 as written. Jay seconded. **The motion carried unanimously.***

- **Committee Reports**

- Communications – Jeanne said that a press release would be issued in the morning with the final amounts granted. She said that the EFB would also submit a letter to the editor thanking the voters for renewing the sales tax and describing how the money is spent. She added that she would include in the press release a reminder for people to stay active in the schools and participate in the forums.

Regarding the forums, which are focused on the location of a new school, Julie noted that the comments and responses are different at different meetings. In response to a question from Sam, Kandise said that none of the new school proposals would be coming back to SSEF as capital requests.

- Governance – Norbert stated that the Policies & Procedures would be a good topic for the summer sessions. Norbert said that he would put together a brief questionnaire to facilitate the process. The survey will be distributed in June. Jeanne said that the campaign is well documented and has been organized into a single folder. Sarah said she would contact Jeanne to ensure that the campaign materials are saved to the SSEF drive. Norbert suggested that a policy regarding the handling of electronic documents should be established.
- Grants Commission Report – Cristina reported that the April EFB meeting had been devoted to finalizing the grant recommendations.

- Finance – No report.

- **Financial Report**

In Linda's absence, Sam reviewed the financial reports, as included in the meeting materials. He noted that the most recent deposit (February tax receipts) was up 5.1% over forecast. The fiscal year-to-date deposits are up 4.84% over forecast. The expected available funds for 2019-2020 are \$4,307,629.

Sam noted that in April the EFB had approved an administrative budget of \$30,000 and a cash flow cushion of \$420,000. The total budget should have been set at \$4,249,834. Cristina explained that the variance between the 10% cash flow cushion amount and the \$420,000 approved was inadvertently left out of the total budget amount approved. She said that the GC had used the full \$4,249,834 in determining its grant awards recommendations.

**MOTION**

*Cristina moved to amend the preliminary budget to \$4,249,834. Kandise seconded the motion. **The motion carried unanimously.***

- **Consideration and approval of grants**

Cristina reported that the GC's individual grant recommendations are listed on the working budget spreadsheet. She reviewed the total amounts recommended for grants to each district, the collaborative grant and the community group grants.

Jeanne noted that MVMCS would be eliminating its 6<sup>th</sup> grade class next year. She asked if any of the grants to the MVMCS would be affected by this. Cristina said that none of the grants are specific to 6<sup>th</sup> grade.

**MOTION**

*Kandise moved to award \$196,000 in grants to the Hayden School District. Jon seconded the motion. **The motion carried unanimously.***

**MOTION**

*Cristina moved to award \$159,260 in grants to the South Routt School District. Kandise seconded the motion. **The motion carried unanimously.***

**MOTION**

*Cristina moved to award \$3,064,000 in grants to the Steamboat Springs School District. Jeanne seconded the motion. **The motion carried unanimously.***

**MOTION**

*Julie moved to award \$147,574 in grants to the Mountain Valley Montessori Charter School. Jay seconded the motion. **The motion carried unanimously.***

**MOTION**

*Jay moved to award \$153,000 in grants to the Community Groups. Kandise seconded the motion. **The motion carried unanimously.***

**MOTION**

*Norbert moved to award \$80,000 to the Collaborative Grant. Jay seconded the motion. **The motion carried unanimously.***

- **Vacancies**

Sam reviewed that Jay and Chris would be stepping down from the EFB and that Amber and Stuart would be stepping down from the GC. The GC position representing Hayden also needs to be filled. He suggested that an ad be placed in the paper announcing these vacancies. Jeanne said that an announcement of the open positions could also be added to the press release, and perhaps included in the districts' newsletters. Sam said that it would be great to identify candidates over the summer for interviews and appointments in September.

- **Officers for 2019-2020**

Sam said that the only officer position that needs to be filled is Vice-President. Jeanne volunteered.

### **MOTION**

*Cristina moved to approve Jeanne as the EFB Vice-President. Jay seconded the motion. **The motion carried unanimously.***

- **Summer Sessions**

- Allocation model
- Policies & Procedures
- Adding leveraged funds to the description of collaborative grants
- Define the concept behind the Pathways Grants
- Research grants software

Sam will send out a doodle poll to determine the best dates for the summer sessions. Sarah said that the meetings would have to be noticed, per Sunshine Law requirements.

- **Other business**

Sam said that he still had not made his "state of the fund" report to City Council. He explained that he was waiting for the final numbers to include in the report. He reviewed that he would be requesting that a fixed fee replace the 1% fee currently paid to the City to administer the transfer of tax revenues to the SSEF. He noted that when the ½ cent sales tax was first approved the total revenues were approximately \$300,000, for a fee of \$3,000. Now the fee is over \$40,000 for the same amount of work. There was a discussion of what an appropriate fee might be and how best to negotiate this change in the contract.

- **Adjourn**

### **MOTION**

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