

Steamboat Springs Education Fund Board & Grants Commission
October 2, 2019
5: 30PM
Human Services Board Room

Education Fund Board Directors present included Sam Jones, Cristina Magill, Jill Brabec, Norbert Turek, Jon Wade and Julie Tourigny. Grants Commission members present included: Jenny Maxwell, Beth Wilhelm and Katie Armstrong. EFB members Adam Alspach and Kandise Gilbertson, and GC members Susan Petersen, Kathy Wichelhaus and Courteney Famulare were absent. Also present were prospective GC members Mary Johnston, Keri Rusthoi and Kristy Milliken; prospective EFB member Jim Beers; Linda Thomas (SSEF accountant); Tim Miles (SSSD & Soroco); and Christy Sinner and Brian Hoza (HSD). 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 Comment:**

There was no public comment.

- **Board and GC Representative Comments**

Jenny said that the GC had interviewed Kristy, Keri and Mary for the open GC positions. She stated that the GC recommends that all three be appointed to fill the open positions.

- **EFB Candidate Interview – Jim Beers**

Jim reviewed his background in public radio and public relations at CSU. He noted that his PR experience was primarily focused on community outreach. Jim has been in Steamboat for about a year.

- **EFB & GC Appointments**

MOTION

*Norbert moved to appoint Jim Beers to the EFB and Mary Johnston, Keri Rusthoi and Kristy Milliken to the GC. Jeanne seconded the motion. **The motion carried unanimously.***

- **Board and Commission Orientation**

Sam reviewed the mission statement of the SSEF, noting the importance of “student facing.” He reviewed structure of the EFB and the GC, the funding source for the Education Fund and presented a summary the funds that have been granted over the years. He described the grant review and approval process. He stated that the allocation model serves as a guideline for the allocation of funds and is based on historical funding. It is not prescriptive. Sam stated that the SSEF awards two different types of grants: those to school districts and those to community groups who operate programs in the schools of Routt County.

Sam stated that in an effort to include the districts in the decision making process regarding the community programs that are supported by the SSEF, each district will be given the opportunity to rank the Community Group Grant applications for programs that serve their districts.

Sam reviewed the ballot language that was overwhelmingly approved by the voters in 2018. He stated that the governance committee is currently in the process of updating the SSEF governing documents. He noted that EFB and GC members must abide by the duty of care and duty of loyalty regarding the organization. EFB members are required to attend a minimum of 60% of meetings. He reviewed the roles

of the EFB, the GC, the advisors, and the applicants in the process, noting that the districts should focus on needs, not allocations. Regarding accountability, Sam stated that the grant recipients should focus on the outcomes of funded programs, rather than only cataloguing the outputs (what was purchased, the number of kids served, etc.).

Following discussion, it was decided that GC members should be required to attend a minimum of 66% of meetings (4 of 6), not including summer work sessions.

Jeanne described the community outreach that had been conducted in preparation for last fall's election. She stated that the EFB should continue in its efforts to engage and educate the community regarding the SSEF. She said that it is the responsibility of EFB members to meet with community groups to improve awareness of the fund and what it does.

- **Summer Workshop Recap**

Sam reviewed the topics that had been discussed during the summer work sessions. Jenny described the allocation model that provides a general guide regarding the distribution of funds. Sam noted that the model helps establish expectations to assist the districts in their hiring.

Sam reviewed the proposition to add “and/or leveraged funds” to the description of Collaborative Grants. The grant writer is supported by a Collaborative Grant. Jenny reviewed the issue of fairness within the allocation model that had arisen around MVMCS's interest in grants funds to support a grant writer.

- **Financial Report**

Linda reviewed the financial reports. She stated that revenues for the first three months averaged 14.01% over forecast. Sam noted that the revenue budget (forecast) is equal to the prior year's actual revenues. Linda stated that if all remaining months of the year come in as forecasted, the amount available for granting will be approximately \$4.23 million (net the cash flow cushion). Linda explained the cash flow cushion.

- **Grant Writer Annual Report**

Karla Setter, the former grant writer, reviewed the spreadsheet (included in the meeting materials) detailing the grants she had applied for and the amount of grant funds awarded in the 2018-19 year. She stated that two grants remain outstanding: one for SSSD and one for HSD. Karla stated 98% of the grants she applied for last year were funded. Karla noted that the emphasis last year was on grants for behavioral health and school security. Karla is now the principal of Yampa Valley High School. The new grant writer, Emily Beyer, whose salary is funded by the SSEF, introduced herself and reviewed her background. She said that she would like to focus on SSSD, Soroco and HSD for one grant cycle prior to considering taking on the grant writing for MVMCS as well.

- **Committee Reports**

- Governance – Norbert stated that he was developing a survey for EFB and GC members to provide feedback on their skills, involvement with the SSEF, etc. in an effort to improve the process and increase engagement. He said he was working on revising the by-laws. He proposed broadening the eligibility for EFB membership to those who live outside RE-2. He also reviewed a couple of other proposed changes to bring the by-laws in line with actual procedures.
- Communications – Jeanne reported that the website had been updated.

- **Meeting Minutes – September 4, 2019:**

MOTION

Cristina moved to approve the EFB meeting minutes of September 4, 2019 as written. Jeanne seconded. The motion carried unanimously.

- **Other Business**

Sarah stated that Jay O’Hare had agreed to set up the online application submission system for this year. She said that she had researched several grantmaking software services and had found them to be more robust than the SSEF currently needs, and rather expensive. She proposed that the SSEF contract with Jay to teach her, and perhaps another person or two, how to set up the online application system. The EFB agreed that it would be better to do this than to pursue a dedicated software service at this time.

- **Agenda Items for November meeting**

- Policies & Procedures
- Audit and tax returns
- Systems and processes for grant application review
- Rescissions

- **Adjourn**

MOTION

*Katie moved to adjourn the meeting; Jim seconded. **The EFB meeting adjourned at 7:20 p.m.***