

Steamboat Springs Education Fund Board
November 13, 2019
5:30PM
Human Services Board Room

Education Fund Board Directors present included Sam Jones, Jeanne Mackowski, Cristina Magill, Norbert Turek, Kandise Gilbertson, Adam Alspach, Jim Beers and Jon Wade. Jill Brabec and Julie Tourigny were absent. Also in attendance were Linda Thomas (SSEF accountant); Tim Miles and Brad Meeks (SSSD); and Brian Hoza (HSD). Sarah Katherman prepared the minutes.

- **Call to Order:**

Sam Jones called the meeting of the Steamboat Springs Education Fund Board to order at 5:30 PM.

- **Public and Advisory Board Comment:**

There was no public comment.

- **Meeting Minutes – October 3, 2019:**

MOTION

*Cristina moved to approve the EFB meeting minutes of October 3, 2019 as written. Jeanne seconded the motion. **The motion carried unanimously.***

- **Financial Report, Audit and Tax return**

Linda reported that the October revenues (August sales and use taxes) came in 14.5% over forecast. The year-to-date revenues are up 14.1% over forecast. Linda noted that based on the current forecast for total funds available at year end the 10% cash flow cushion being budgeted is very high, but can be adjusted when the final budget is set.

Linda stated that the tax return is due on the 15th and must be approved by the board. There were no questions regarding the tax return.

MOTION

*Cristina moved to approve the fiscal year 2018 Form 990, as presented. Adam seconded the motion. **The motion carried unanimously.***

Linda stated that the audit had gone smoothly and that no changes had been needed.

- **Rescissions**

Sam reviewed the potential rescissions of unused funds for grants awarded, totalling \$44,986.38. Once rescinded, these funds will be added to the total funds available for granting in the current cycle. Sam expressed concern that so many funds went unused. There was a discussion of the reasons that funds get rescinded. Sarah said that she had directed community groups to describe why funds had not be spent on their accountability reports.

MOTION

Jim moved to rescind \$44,986.38 to the SSEF, as detailed above. Jeanne seconded the motion. **The motion carried unanimously.**

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- **Governance**

Norbert reviewed the draft document retention and destruction policy statement. Kandise asked about the list of items for permanent retention. Sam offered that changes could be made to this policy in the future, if needed. Adam described services that review governing documents of this sort to ensure compliance with standard procedures and government regulations. He said he would research these services. Tim suggested that SSEF obtain a gmail domain, which would provide automatic email archiving.

MOTION

Jeanne moved to approve the document retention policy, as written. Kandise seconded the motion. **The motion carried unanimously.**

Norbert requested that the Executive Committee meet in December to discuss Policies & Procedures. This meeting will require notice. Others are welcome to attend, if they wish.

- **Systems and Processes for Application Review**

Sarah stated that the applications should be open within the next week. She reviewed the process through which the applications are shared with the GC and EFB. Jeanne suggested that a policy should be written describing the responsibilities of the EFB vs. the GC in the grant application review process. Sam added that the process and documentation required for reimbursement of grant funds awarded should be added to the website for easy referral. Cristina presented a document describing the process.

- **Communications**

Jeanne said that she would be seeking volunteers for the Communications Committee. She said that the only project currently scheduled is the development of a one-page communications plan that outlines the timing of annual press releases and other regular communications with the public.

Sam stated that he would like to have better representation from the BOEs at the EFB and GC meetings. Jeanne offered to attend the SSSD BOE meeting to ask for volunteer representatives. Sam said that he would join her. A similar request should be made to Soroco.

- **Pathways/Career and College Readiness**

Sam presented the Business/Career/Technology Department Course Offerings matrix. He described the goal of using some SSEF funding to help fill in the holes in the program offerings and perhaps extending the programs down through middle school. He noted the high demand at SSHS for college counseling, as an example, but clarified that each district should determine what they need. There was a discussion of how best to describe what SSEF is after in its request for grant applications that target this area. Kandise offered that it was important to make sure that the language matches that used by the CDE, and to describe how existing offerings fit into the paradigm.

Brian agreed that clarification of what SSEF is targeting would be helpful, but highlighted that there are diverse approaches to achieving the goal of career and college readiness while meeting the CDE benchmarks. He described the opportunities being offered at HSD and Soroco for students to explore various careers and suggested that SSEF funds could support such offerings. Brad discussed the career and tech education addition being planned for SSHS.

Sam said that SSEF does not have a specific pool of funds for these “pathways” grants, but would like applications aimed at career and college readiness to be tagged as such.

Jeanne said she would work with Kandise on drafting language to describe what the SSEF is looking for in these grants. There was a discussion of what to call the program. Once finalized, the description will be posted on the website and distributed to the school districts.

- **January meeting (if needed)**
 - No topics identified at this time

- **February meeting**
 - Preliminary discussion of grant applications
 - Preliminary discussion of budget
 - Accountability reports

The EFB meeting adjourned at 7:00 p.m.