

Steamboat Springs Education Fund Board

June 3, 2020

5:30PM

Zoom virtual meeting

Education Fund Board Directors participating included Sam Jones, Cristina Magill, Norbert Turek, Jon Wade, Jim Beers, Jeanne Mackowski, Jill Brabec and Julie Tourigny. Adam Alspach and Kandise Gilbertson were absent. Also in attendance were Linda Thomas (SSEF accountant); Tim Miles, Mark Rydberg, Brad Meeks (SSSD); Christy Sinner (HSD); and Rim Watson (Soroco). 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**

No comments.

- **Meeting Minutes – May 20, 2020:**

MOTION

Cristina moved to approve the EFB meeting minutes cited above, as written. Julie seconded the motion. The motion carried unanimously.

- **Budget Reset Discussion**

Sam reviewed the recommendation from the GC to approve a total budget for fiscal year 2021 of \$2.8 million, apportioned among the school districts and three community groups, as prioritized by the districts. He presented the budget and the percentages allotted to each entity. He noted that the budget varies slightly from the allocation model in order to accommodate full funding for the collaborative grant writer. He also noted that the total percentage allocation for community groups had been reduced.

MOTION

Jim moved to set the total budget at \$2,800,000, itemized on the working budget spreadsheet as follows:

Grant Title	Working 2020-2021
District: SSSD	\$2,244,301
District: HDN	\$140,269
District: SR	\$112,215
District: MVMCS	\$112,215
Community Group: Partners	\$40,000
Community Group: Integrated Community	\$13,000
Community Group: NW CO Heath Youth Resiliency	\$25,000
Collaborative: Grant Writer	\$86,000
Admin: SSEF Admin	\$27,000

Jill seconded the motion. The motion carried unanimously, with the Chair voting yes.

- **Financial Report**

Linda reviewed the financial reports, included in the meeting materials. She noted that the available cash is \$937,648.49 which is more than sufficient to cover the \$840,107.31 that the SSEF owes in outstanding current grants. At the request of several EFB members, Linda will provide monthly updates of the revenues as they come in over the summer. Sarah will post these updates to the meeting materials and notify the EFB.

- **Grant payment process for FY 2021**

Cristina presented the proposed payment schedule. Payments will be made on February 1, 2021, June 1, 2021 and September 1, 2021. Sam noted that the payment schedule will ensure that the SSEF does not pay for programs that do not occur, and will allow the fund to accumulate sufficient revenues to make its grant payments. Sam stated that in the event of a shortfall from the expected amount to be paid on those dates, the grantees would be paid proportionally. In response to a question from Mark, Sam confirmed that grantees could submit invoices for more than the allotted amount for each payment date, with the balance to carry-over to the following payment date. Mark also requested that rather than dividing the payments equally across the payment dates, that the February 1st payment be increased. The EFB agreed that a 40%/30%/30% split would be acceptable.

Sam presented the draft award letter. Linda noted the award letter does not mention the proportional payment. Language describing the proportional payment in the event of a shortfall in funds will be added to the letter. Prior to sending out the award letters, Sam, Cristina, Norbert and Linda will review and approve the revised letter. Julie proposed adding a sign-off requirement for each of the major changes from the normal procedure. This suggestion was accepted. The areas of the letter that must be initialed by the grantee will be highlighted.

- **FY 2021 Process Resolutions #1 and #2**

Sam presented proposed resolution #1, included in the meeting materials, stating that due to the uncertainty of FY 2021 tax revenues, all grants are contingent upon the availability of funds and clarifying that in the event of a shortfall, the granted awards would be reduced proportionally.

MOTION

Cristina moved to approve Resolution #1, as presented. Jeanne seconded the motion. The motion carried unanimously, with the Chair voting yes.

Sam presented proposed resolution #2, included in the meeting materials. Jill stated that this resolution is to clarify the process of making block grants this year, with follow-up on the use of the funds through accountability reports and to approve the revised schedule for setting the budget to ensure that the SSEF is not in violation of its by-laws.

MOTION

Jim moved to approve Resolution #2, as presented. Norbert seconded the motion. The motion carried unanimously, with the Chair voting yes.

- **Term expirations**

Sam stated that his, Jill's and Adam's terms are expiring. He said he would be staying on an additional year. Jill and Adam are to contact him with their decisions.

- **MOU with City**

Sam reported that the City was unreceptive to the proposal for a flat fee, so SSEF would continue with the 1% administrative fee. He is waiting to receive the revised MOU from Gary Suiter.

- **Contracts, auditor, etc.**

Linda said that the Board would need to approve its intention to use the same auditor as last year, as well as approve the renewal of its insurance and the staff contracts.

MOTION

*Cristina moved to approve the renewal of the insurance, the contract with Linda for accounting services, and McMahon Associates as the auditor of SSEF. Julie seconded the motion. **The motion carried unanimously.***

- **Summer topics**

- Size of the board
- Categorical rather than program specific grants
- Cash vs. accrual accounting
- Meeting schedule
- Structure of accountability reports
- Community and teacher outreach

The EFB meeting adjourned at 6:45 p.m.