

Steamboat Springs Education Fund Board
January 13, 2021
5:30PM
Zoom virtual meeting

Education Fund Board Directors participating included Sam Jones, Cristina Magill, Norbert Turek, Jeanne Mackowski, Jill Brabec, Julie Tourigny, Kandise Gilbertson, and Adam Alspach. Jon Wade and Jim Beers were absent. Also in attendance were Linda Thomas (SSEF accountant); Mark Rydberg, Brad Meeks, Jay Hamric and Katy Lee (SSSD); Christy Sinner and Brian Hoza (HSD); Michael Girodo (MVMCS); Rim Watson (Soroco); and Jenny Maxwell (GC). 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 – October 7, 2020:**

MOTION

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

- **Committee Reports**

Finance – Sam noted the discrepancy between the City report regarding sales tax revenues and the December (October) receipts.

Communications – Jeanne noted the letter to the editor of the *Steamboat Pilot & Today* from the Board, as well as a few press releases regarding application deadlines. She stated that once approved, the accountability reports for the 2019-20 school year would be added to the website.

Governance - Norbert suggested that the bylaws could be radically simplified, with all matters that are potentially changeable being addressed through the policies and procedures. Approval of the bylaws was deferred to March.

- **Sunshine Law Resolution**

Several typos and incorrect dates were identified on the resolution.

MOTION

*Jeanne moved to approve and authorize the president to sign the Sunshine Law Resolution, as amended. Kandise seconded the motion. **The motion carried unanimously.***

- **Accountability Reports**

Jenny reviewed the process through which the GC evaluated the accountability reports. She reviewed the summary document and noted that all grantees had done a great job of pivoting in response to the

COVID-19 school closures. In response to a question from Sam, Jay Hamric clarified that while all the classes associated with the Pathways grant were completed, the strategic plan was not.

Jenny said that the GC would be reviewing and approving the accountability report summary document at the January 27, 2021 meeting. Thereafter the document would be posted the SSEF website along with a link to the individual reports. She stated that the GC would also discuss developing a new template for school district accountability reports that will match up with the new categorical grant process.

- **Financial Report**

Linda reviewed the financial reports, included in the meeting materials. She noted that the current available cash is \$2,203,889, which is more than sufficient to cover the first two payments. Linda stated that the revenues received in December (October tax receipts) were up 55.1% from the prior year, and revenues year-to-date are up 5.62% over forecast (last year's actuals). Sam stated that the increase in October tax receipts is far different than the 18% increase reported by the City. He said that he would follow up with Kim at the City.

Michael and Mark asked about the documentation that should be submitted for payment under this year's block grant payment system. Following a discussion, it was decided that a high level statement documenting how the funds were spent should be sent to Sarah, who will forward the information to the Finance Committee and Linda for review prior to payment. Given that this process is new, flexibility will be needed.

Mark stated that SSSD is currently (or is close to) having to draw on reserves to pay its salaries and other expenses. He noted that due to uncertainty last spring the SSEF reduced the grant budget significantly. Because tax revenues have come in higher than expected, a large reserve is accumulating. Mark suggested that the EFB should revisit its budget for the current year and consider releasing more funds now, when they are needed. Christy and Rim agreed. Jeanne offered that the reevaluation of the budget should be postponed until March, when more data would be available regarding tax receipts from the winter season. The districts confirmed that they would be okay with waiting until March.

In response to a question from Jill regarding the anticipated impact of reduced enrollment on next year's funding from the state, Mark reviewed the state's policy of using the highest average enrollment over a five-year period as the basis for funding. He noted that while the per pupil funding had been reduced, the state is also experiencing higher than anticipated revenues. Mark added that receipts from the tobacco tax will also contribute. He suggested that state funding is looking good for next year.

Regarding the reevaluation of the current grant budget, Linda noted that the EFB had discussed moving away from forecasting to a cash-based grant system, and that the accumulating reserve would be part of that transition. Norbert suggested that the City should be involved in discussions of such a move.

MOTION

*Norbert moved to acknowledge the electronic approval by the Board of the 2019 Form 990, the 2020 audit and the rescissions. The electronic approval was finalized on November 13, 2020. Cristina seconded the motion. **The motion carried unanimously.***

- **Grant Process for School Districts**

Sam presented the template for districts to use to apply for categorical grants, as approved in October. The applications are due on March 10. The EFB will set the budget and will provide the districts with

their allocations at the March 3, 2021 meeting. The template will be distributed to the districts in the next several weeks so that they will be prepared to complete it as soon as the budget is set.

Jenny noted that no online Q&A will be conducted with the school district applications. She asked that each district ensure that a representative attend the March 17th GC meeting to answer any questions that the GC may have regarding the applications. In response to a question from Michael, Jenny said that she does not anticipate there will be many questions, but noted that the process is new. She stated that the application template includes bullet points outlining the SSEF's priorities regarding funding. These have not changed.

- **Agenda for March meeting**
 - Set preliminary budget
 - Bylaws and Policies & Procedures
 - Revisit current year's budget

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