

Steamboat Springs Education Fund Board
April 7, 2021
5:30PM
Zoom virtual meeting

Education Fund Board Directors participating included Sam Jones, Cristina Magill, Norbert Turek, Jeanne Mackowski, Kandise Gilbertson, Jon Wade, Jim Beers and Jenny Maxwell. Adam Alspach, Julie Tourigny and Jill Brabec were absent. Also in attendance were Linda Thomas (SSEF accountant); Brad Meeks (SSSD); Christy Sinner and Brian Hoza (HSD); Michael Girodo (SMontessori); Rim Watson (Soroco); Brandon LaChance (NRCCS); and Mary Johnston (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 – March 3, 2021:**

MOTION

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

- **Committee Reports**

Governance – Norbert suggested that whether to resume in-person meetings should be discussed. Sam suggested that Zoom meetings continue until summer, and then in-person meetings would resume in the fall.

Communications – Jeanne said that the next press release would be put out when grants are awarded. When the press release is complete, she will forward it to Sarah to ensure that communications about this year’s funding cycle remains consistent. Jeanne said that she would also post open EFB and GC positions in May, and forward the position descriptions to the Board.

- **Financial Report**

Linda reviewed the financial reports, included in the meeting materials. She stated that revenues year-to-date are up 4.58% over forecast (last year’s actuals). The revenues received in March (from January sales and use tax receipts) were down 5.5% compared to last year. The reserve balance at fiscal year-end is expected to be \$1,919,950. The total expected funds to be available, assuming that the remaining deposits are equal to last years’ deposits, are \$5,818,976. Linda said that after taking out the non-percentage based allocations and the 10% cash-flow cushion, the remaining funds are expected to be \$5,120,476, which is slightly lower than the preliminary budget approved at the March meeting due to the lower than budgeted revenues received in March. She reviewed the anticipated allocations to the school districts and community groups.

Sam stated that although the projected available funding amount is somewhat reduced from the preliminary budget approved, there was no need to change the budget because it is based on expected revenues and there is plenty of time remaining in the fiscal year. Linda added that any discrepancy could be absorbed by the cash flow cushion. Jenny agreed, noting that the minimal change would not be worth the effort to revise the GC's recommendations. There was consensus to leave the budget as it was set in March.

- **Consideration of current year payment schedule**

Sam stated that the Finance Committee had met to discuss the acceleration of payments on the 2020 - 21 grants. He reviewed the options that had been discussed to help the districts with their current cash flow issues. He said that the Finance Committee recommends paying out the current liabilities owed to the districts on the grants awarded last year now rather than in September. He said that the SSEF has the cash available to do so, and that paying the grants out now would not affect any of the decisions being made about next year's grants. Sam added that finishing up the payments now would also serve to encapsulate all of the extraordinary measures taken in response to COVID-19 into a single fiscal year. This early payment would only apply to the school districts, as the community groups must still submit documentation for reimbursement.

MOTION

*Norbert moved to accept the recommendation of the Finance Committee that all remaining funds owed to the school districts on grants awarded in 2020 be paid in April instead of in September in order to help the districts with their cash flow. Kandise seconded the motion. **The motion carried unanimously.***

- **Review and approval of GC grant recommendations**

- School Districts

Jenny presented the grant applications for the collaborative grant writer for SSSD, Hayden and South Routt, and for the grant writer for Steamboat Montessori. She said that the GC is recommending that these grants be awarded in the full amounts requested.

Jenny reviewed the categorical grant application submitted by Hayden. She said that the GC had no questions regarding this application and is recommending its approval, as presented.

Jenny reviewed the categorical grant application submitted by South Routt. She said that the only change that the GC had asked for on this application was a clarification on the language used to describe elements of the technology. The GC is recommending approval of this application, as amended.

Jenny reviewed the Steamboat Montessori categorical grant application. She said that the application had originally included dollar amounts for particular positions, but that these had been removed. Jeanne expressed concern that particular positions are identified in the application, and said that those positions would be easily recognizable as particular employees. Following discussion of the level of granularity needed in the categorical grant applications, it was decided that the particulars listed in the narrative of this application could be eliminated entirely. The particular positions funded will be provided in the accountability reports. Kandise offered not naming specific positions would also allow the districts more flexibility to respond to particular needs. Mary added that the accountability reports would have to be far more robust than in the past and include detailed information regarding how the money was spent. Sam agreed, noting the importance of the number of classroom teachers, the number of interventionists, etc. that are funded. Jenny said she would contact Michael about eliminating the detail from the application and leave only the main headings in the narrative.

Jenny reviewed the SSSD categorical grant application. She said that Mark had explained that in recognition of the larger than normal allocation this year, some items are listed as “one-time” expenses because SSSD did not want to include any recurring or staff positions in their regular operating budget that would not be able to be funded in the future. Jenny reviewed those items. She said that the application had originally included a utility maintenance vehicle, but that this had been eliminated from the list of items to be funded because it did not align with the SSEF mission. The percentage distribution across categories did not change.

o Community Groups

Jenny reviewed the GC’s recommendations for Community Group Grants. She noted that with the large budget available for granting this year, not a lot had to be cut to meet the budget. Sam asked about the application from STARS. He asked if SSEF had funded STARS in the past. Jenny stated that in the past SSSD had applied for SSEF funding for the adaptive PE program conducted by STARS through its district allocation. This year the district made the choice not to fund this program, so STARS applied through the Community Groups application process. Jenny added that in addition to SSEF funding through the district, this program had received funding from the Craig-Scheckman Family Foundation, which was also not available this year. As a result, the request for funding for STARS is significantly more than it has been in the past. There were no other questions regarding the recommended funding levels for the community groups.

Sam presented the budget worksheet.

MOTION

*Cristina moved to approve the final budget for 2021-2022 grant awards, as presented in the meeting materials and provided below. Kandise seconded the motion. **The motion carried unanimously.***

Grant #	Grant Title	Approved 2021-2022
G22-01-H	HD Student-Facing Staff	\$107,500
G22-02-H	HD Technology	\$63,100
G22-03-H	HD Curriculum/Materials	\$95,518
	total Hayden	\$266,118
G22-04-SR	SR Student-Facing Staff	\$117,000
G22-05-SR	SR Technology	\$95,894
	total South Routt	\$212,894
G22-06-SBS	SSSD Student-Facing Staff	\$2,652,932
G22-07-SBS	SSSD Technology	\$913,574
G22-08-SBS	SSSD Curriculum/Materials	\$350,000
G22-09-SBS	SSSD Capital Projects	\$345,000
	total Steamboat Springs	\$4,261,506
G22-10-MS	MVMCS Student-Facing Staff	\$212,894
	total MVMCS	\$212,894
G22-11-COM	Environmental Education	\$24,500
G22-12-COM	Yampa Valley Science School	\$42,000

G22-13-COM	School Based Mentoring	\$47,000
G22-14-COM	Study Friends Online Tutoring	\$20,000
G22-15-COM	Social Thinking in the Classroom	\$3,500
G22-16-COM	Opera in the Schools	\$4,000
G22-17-COM	Youth Resiliency	\$25,000
G22-18-COM	SSHS Orchestra	\$8,500
G22-19-COM	Dance Programing in Local Schools	\$3,000
G22-20-COM	Adaptive Physical Education	\$36,428
	total Community Groups	\$213,928
G22-21-SBS/H/SR	Grant Writer - Steamboat, Hayden, South Routt	\$80,000
G22-22-MS	Grant Writer - Montessori	\$7,500
	total Grant Writer	\$87,500
G22-23-A	Administrative Expenses	\$25,000
	total Admin Expenses	\$25,000
	TOTAL GRANT BUDGET 2021-2022	\$5,279,840

Cristina recommended that in the future the numbers should be rounded up to an even \$1000.

- **Contracts**

Sam reviewed the existing contracts and service agreements. There was consensus to retain all current vendors. There was a discussion of the need for a P.O. Box. Norbert will ask Paul Sacks if he would accept mail at his address for the SSEF.

- **Vacancies, etc.**

Sam announced that Jenny would be stepping down from the GC, and that the GC had selected Mary Johnston as its new Chair. He added that Jeanne would be stepping down from the EFB. Both Jenny and Jeanne will be available for the summer sessions.

Following discussion of how the GC representatives would be appointed to the EFB, it was decided that Mary, having been chosen as the GC Chair, would then be formally approved by the EFB as an EFB member.

Sam announced that next year would be his last. He suggested that someone from the EFB would need to step up, or a new recruit willing to train as President would have to be enlisted over the summer, if possible.

The May meeting of the EFB was cancelled.

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