

# Steamboat Springs Education Fund Board

## Policies and Procedures

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### Table of Contents

1. Calendar
2. Directors, Elections and Duties of Officers
3. Standing Committees of the Board and their Duties
4. Request for Funding Proposals
5. Budget Allocation Process
6. Third-Party Organization Proposals
7. Accountability Reporting
8. Cash Disbursement Approvals
9. Extensions and Rescissions
10. Conflict of Interest
11. Bylaws and Policies Review
12. Agendas and Notice of Meetings

### 1. Calendar

The Calendar should be used as a guide for setting meeting agendas.

### 2. Directors, Elections, and Duties of Officers

#### A. SSEF Board Member Terms and Vacancies

The SSEF Board shall include up to 11 voting members, each for a term of three years, commencing October of each calendar year. In April of each year, the SSEF Board will identify upcoming vacancies and recruit to fill those positions. Vacancies for at large positions shall be advertised in the newspaper and posted on the SSEF website. Applicants shall interview with the SSEF Board in the fall, and upon majority vote, be approved by the SSEF Board. It is recommended that each district appoint a representative to attend SSEF meetings and serve as an advisor to the Board.

#### B. Duties of President

1. Act as the official spokesperson for the SSEF Board.
2. Set agendas. Call additional meetings as necessary.
3. Act as liaison between the SSEF Board, the public school districts operating in Routt County and the City Council of Steamboat Springs.

4. Proof accuracy of minutes before they are sent to the Board for approval.
5. Review financial statements from the SSEF accountant prior to their being presented to the Board.

C. Duties of Vice President:

1. Act as coordinator of any subcommittees formed by the SSEF Board.
2. Chair Board meetings in the absence of the President.

D. Secretary:

1. Record minutes during any executive session.
2. Oversee the collection of Bylaws, Articles of Incorporation, Policies and Procedures, and any other official records of the SSEF Board.
3. Oversee Board and Committee membership: vacancies/terms, conflict of interest statements.

E. Treasurer:

1. Work with the accountant of the SSEF Board to accurately report the budget and financials of the Fund at each meeting of the SSEF Board.
2. Work with the accountant of the SSEF Board to provide accurate financial reports to be available for the website and for presentations of the Fund to any community groups, local news agencies, school districts, government agencies, and the like.
3. Work with the accountant to review invoices and applications for payment of grant dollars, and issue checks as appropriate.

3. Standing Committees of the Board and their Duties

A. Finance:

1. Oversee the preparation and update of the budget spreadsheet.

B. Communications

1. Ensure that the website is accurate and up to date.
2. Ensure that the activities of the SSEF, the grants, and the accountability summary are well publicized.

C. Grant Committee:

1. Review grant applications and accountability reports, as detailed below.
2. Provide a summary of the accountability reports to the SSEF Board.

4. Request for Funding Proposals

A. Overview

1. Grant requests from school districts shall be categorical in nature and will be sent via an application sent to each district individually.
2. Grant requests from non-profit community groups that operate in conjunction with the public schools are submitted via an application posted on the SSEF website.
3. Any individual with an actual or perceived conflict of interest, for example a member of a Board of Education or City Council, shall not be allowed to apply for funds on behalf of a community group.

B. Review and Approval of Funding Requests

1. Grant applications shall be made available for review by the EFB. Questions regarding the applications are submitted and answered by the applicants via the comment function in Google Docs.
2. Grant Committee is charged with reviewing the details of each grant proposal. Following review of the applications, the Grant Committee will make a recommendation to the EFB regarding funding for grants. The approved allocation model shall be used as a guideline for overall funding levels for each district and for the community groups as a whole.
3. Based on the recommendation of the Committee, the Board approves the final grant budget.

#### C. Funding Cycle

The annual cycle for proposals and the granting of award dollars is January to May. In the event of an exceptional need, an out of cycle request may be considered on a case-by-case basis.

#### 5. Budget Allocation Process

1. The SSEF Board shall annually consider the needs of the public school districts operating in Routt County, balanced with the projected revenue from the ½ cent sales and use tax, to determine the allocations for each fiscal year.
2. At the beginning of the allocation process, a projection of sales tax revenue will be made for the following year. The SSEF Board will discuss and determine the amount of money to be held as a cash flow cushion and the amount to be allocated for funding requests. Projected funding of administrative costs and grants to fund district grant writers will be subtracted from the total allocation prior to consideration of grant awards.

#### 6. Third-Party 501(c)3 Non-profit Organization Proposals

The 1/2 cent sales tax is intended to support K – 12 educational purposes for the students of Routt County enrolled in one of the public school districts. Any request for funding paid to a third-party 501(c)3 non-profit organization (any entity other than one of the districts) must be aligned with the educational programs of one or more of the public school districts. A request from a third-party non-profit organization operating in conjunction with the public schools must be sponsored by a school district administrator and show that a demonstrated need in student achievement, support or services exists. The request for funds must include a viable plan consistent with the SSEF mission statement.

#### 7. Accountability Reporting

##### A. Financial Audits

A final year-end external audit report shall be prepared for the City of Steamboat Springs and its taxpayers that accounts for all funds, and will include a copy of the grant request forms. The purpose of this audit is two-fold. First, the audit shall demonstrate that funds are being responsibly managed. Second, the audit shall help to build a body of evidence that can be used to encourage taxpayers to renew the funding source at the end of the existing approved ballot initiative.

##### B. Grant Accountability Reports

Every October, each grant recipient must complete a detailed accountability report of funds used and submit it to the EFB for review.

## 8. Cash Disbursement Approvals

### A. Form of Payment

All disbursements from the Fund shall be made by a check drawn on the financial institution approved by the SSEF Board and signed by two officers of the Fund.

### B. Invoices and Payment of Grant Awards

1. Disbursements for Services to the Fund. Invoices for goods and/or services provided to the Fund will ordinarily be paid on a monthly basis coordinated with the regularly scheduled meeting of the SSEF Board. Such invoices and other supporting documents must set forth, in reasonable detail, the goods and/or services which have been provided to the fund and must be received by the SSEF Board at least one week prior to the regularly scheduled meeting to be considered for payment at that meeting.
2. Disbursements of Grants Awarded by the Fund to School Districts. The SSEF Board shall determine a payment schedule. Grant awards will be paid according to that schedule, contingent upon the availability of funds.
3. Disbursement of Grants Awarded by the Fund to Community Groups. The Fund ordinarily makes payments to Community Group Grantees in arrears, subject to the availability of funds. Invoices requesting such reimbursement must be prepared for each grant, setting forth the amounts being sought for payment. Such invoices must include such backup documentation as is reasonably sufficient for the SSEF accountant to determine that the funds were expended by the Grantee for the purposes set forth in the Grant as approved by the SSEF Board.
4. Review of Invoices by the SSEF Board. All invoices requesting a disbursement from the Fund must be reviewed and initiated by at least two officers of the SSEF Board prior to payment. Review shall ensure that reimbursement receipts match the grant funds approved by the SSEF Board.
5. In the event of a shortfall in funds, the SSEF will continue to fully fund its administrative costs and to reimburse community group grantees as stipulated in the grant award letter. School district grants will be reduced proportionally according to the percentage of funds they were granted across each category of grant. If funds are available to make up the shortfall at the next payment date, the payment will include the regular payment in addition to the amount of the shortfall from the previous payment. If there is a shortfall in the total funds available for granting at the end of the fiscal year, the discrepancy will not carry-over, and will not be made up with funds from the following fiscal year. The availability of funds shall be determined on an accrual basis. In the event of a shortfall in total funds available at the end of the fiscal year, grant recipients will describe in their accountability reports how the shortfall in funds was managed.

## 9. Extensions and Rescissions

SSEF accountant shall report potential rescissions to the SSEF Board in October. Requests for extensions will be presented to the SSEF Board with any supporting information and voted on by members in November. Rescission funds pass back into the general fund of the SSEF Board, and do not remain part of the budget.

#### 10. Conflicts of Interest

At the fall orientation meeting, the Conflict of Interest Disclosure Form shall be completed by each new and existing Director, and filed with the secretary. Additionally, any conflict of interest shall be disclosed verbally to the Board at the time one becomes evident.

#### 11. Bylaws and Policies Review

The Secretary shall record suggested changes to the Bylaws and Policies as suggested by Board members throughout the year. The Bylaws and Policies should be reviewed bi-annually by the Board, and amended as needed.

#### 12. Agendas and Notice of Meetings

A schedule of meetings for the year shall be adopted in the fall and posted on the website. Agendas shall be developed by the President using the Calendar as a guide and should be distributed to the SSEF Board prior to each meeting. Public notice of meetings shall be posted at least 24 hours in advance, in the local newspaper, and shall be provided to each of the Administrative Offices of the public school districts for distribution. All meetings of the Board are open to the public.