**Public School Capital Construction Assistance Board Meeting Minutes**

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| **Date & Time:** | May 19-21, 2021, Varying Times |
| **Location:** | Virtual – Microsoft Teams |

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| **Capital Construction Assistance Board Members:** | | |
| Scott Stevens - Chair | Vaishali McCarthy | Matt Samelson |
| Jane Crisler – Vice Chair | Allison Pearlman | Michael Wailes |
| Brian Amack | Brett Ridgway | Wendy Wyman |

**Day 1 – May 19, 2021**

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| I. | **Call to Order:** Meeting called to order by Scott Stevens at 8:01am |
| II. | **Roll Call:**  Members Present: Brian Amack, Jane Crisler, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Guests: Joe Peters, AG’s Office |
| III. | **Approve Agenda:**  Motion moved: Michael Wailes - *Approve agenda*  Second by: Jane Crisler  All for: Brian Amack, Jane Crisler, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  All opposed: None  Motion passed |
| IV. | **Approve Minutes:** April 15, 2021  Motion moved: Brian Amack - *Approve minutes as written*  Second by: Matt Samelson  All for: Brian Amack, Jane Crisler, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  All opposed: None  Motion passed |
| V. | **Discussion/Action Items (Day 1):**   1. Conflict of Interest Training    * Joe Peter’s conducted conflict of interest training for the board. 2. Overview of Meeting Rules and Processes  * Andy reviewed the rules and meeting process with the group   Motion moved: Scott Stevens - *Approve meeting rules & processes*  Second by: Jane Crisler  All for: Brian Amack, Jane Crisler, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  All opposed: None  Motion passed   1. Grant Request Reviews and Q&A  * The board reviewed and discussed the grant applications and representatives from the districts answered questions. |

**Day 2 – May 20, 2021**

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| I. | **Call to Order:** Meeting called to order by Scott Stevens at 9:01am |
| II. | **Roll Call:**  Members Present: Brian Amack, Jane Crisler, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Guests: Joe Peters, AG’s Office |
| III. | **Discussion Items (Day 2):**   1. Overview of Meeting Rules and Processes  * Andy reviewed the rules and meeting process with the group  1. Grant Request Reviews and Q&A  * The board reviewed and discussed the grant applications and representatives from the districts answered questions. |

**Day 3 – May 21, 2021**

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| I. | **Call to Order:** Meeting called to order by Scott Stevens at 10:03am |
| II. | **Roll Call:**  Members Present: Brian Amack, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Absent: Jane Crisler |
|  | **Agenda:**  Motion moved: Scott Stevens – *Amend day 3 agenda order*  Second by: Michael Wailes  All for: Brian Amack, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Absent: Jane Crisler  All opposed: None  Motion passed |
| III. | **Discussion Items (Day 3):**   1. FY21-22 Available Funds  * Andy reviewed and discussed the FY21-22 available funds. |
| IV. | **Action Items:**   * 1. Adopt FY21-22 Reserve Amount (Action Item)   Motion moved: Brian Amack – *I move to direct division staff to use $0 of the appropriated assistance fund dollars to be used to address grant reserves for projects in FY21-22.*  Second by: Michael Wailes  All for: Brian Amack, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Absent: Jane Crisler  All opposed: None  Motion passed   * 1. Tie Breaker   Motion moved: Brian Amack – *I move to put Weld Greely 6 Roof Replacement above Moffat Safety and Security on the FY21-22 Prioritized list.*  Second by: Vaishali McCarthy  All for: Brian Amack, Vaishali McCarthy, Michael Wailes, Wendy Wyman, Scott Stevens  Absent: Jane Crisler  All opposed: Allison Pearlman, Brett Ridgway, Matt Samelson  Motion passed   * 1. Adopt the FY21-22 BEST Grant Prioritized List   Motion moved: Matt Samelson – *I move to direct Division staff to submit the prioritized list of BEST Cash grant projects to the State Board of Education based on eligibility, subject to the availability of funds and financing and any other noted conditions, with any adjustments to the grant amount and match amount as may be imposed by C.R.S. 22-43.7-109(10)(a) and with adjustments necessary to maximize use of all eligible appropriations.*  Second by: Michael Wailes  All for: Brian Amack, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Absent: Jane Crisler  All opposed: None  Motion passed  Motion moved: Matt Samelson – *I move to direct Division staff to submit the prioritized list of BEST Lease-Purchase grant projects to the State Board of Education and the Capital Development Committee based on eligibility, subject to the availability of funds and financing and any other noted conditions, with any adjustments to the grant amount and match amount as may be imposed by C.R.S. 22-43.7-109(10)(a) and with adjustments necessary to maximize use of all eligible appropriations.*  Second by: Michael Wailes  All for: Brian Amack, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Absent: Jane Crisler  All opposed: None  Motion passed |
| V. | **Future Meetings (Discussion Item):**   * + - June 3, CCAB Special Meeting to Review EM Projects     - SBE June 9-10; CDC June, TBD; CCAB Meeting, TBD     - July 15, 2021, TBD     - August 19th and 20th Board Retreat |
| VI. | **Public Comment:**  Andy read public comment submitted by Peter Huidekoper. |
|  | **Director’s Report:**   * Thank you to the BEST staff, the CCAB and all of the applicants for their hard work on this grant round. * Andy reviewed BEST stats historical and future outlook of the program. |
|  | **Board Report:**  The board members all expressed gratitude to the staff, applicants and CCAB for a great grant review meeting.  Scott: Thanked the CCAB for their dedication to the program and the Staff and applicants for their hard work on the process. |
|  | **Adjournment:**  Motion moved: Brett Ridgway - Adjourn  Second by:  All for: Brian Amack, Vaishali McCarthy, Allison Pearlman, Matt Samelson, Michael Wailes, Brett Ridgway, Wendy Wyman, Scott Stevens  Absent: Jane Crisler  All opposed: None  Motion passed: Meeting adjourned at 11:30am |