

**CAPITAL CONSTRUCTION ASSISTANCE BOARD
MINUTES OF THE AUGUST 13, 2008 MEETING**

**Meeting Held at:
State Services Building
1525 Sherman St.
Denver, CO 80203
Room B70**

Wednesday, August 13, 2008

I. Call to Order

- 9:12a.m. Mary Wickersham called the meeting to order.

Attendees

Mary Wickersham – CCAB Chair	Norwood Robb – CCAB Vice-Chair
Tim Guiterman – CCAB	Mike Maloney – CCAB Secretary
Greg Randall – CCAB	Dave Van Sant – CCAB
Tom Stone – CCAB	Adele Willson – CCAB
John Sleeman – CCAB Legal Advisor	Vody Herrmann – Staff (CDE)
Ted Hughes - Staff (CDE)	Darryl Muir – Staff (CDE)
Scott Newell - Staff (CDE)	

Absent

Tim White – CCAB

- Agenda reviewed.
- CCAB Chair asked for a motion to move the Public Comments section of the agenda from the end of the agenda to the front of the agenda after approval of prior meeting minutes.
 - So moved by Norwood Robb;
 - Tom Stone 2nds the motion;
 - No discussion;
 - Motion carried.
- CCAB Chair asks for motion to approve the revised agenda.
 - So moved by Norwood Robb;
 - Adele Willson 2nds the motion;
 - No discussion;
 - Motion carried.
- Review of prior meeting minutes.
 - CCAB had CDE make a revision to a grammatical error in the minutes;
 - Norwood Robb moves to approve the minutes as amended;
 - Greg Randall 2nds the motion;

- No discussion;
- Motion carried.

II. Public comment

- Colorado Senator Gail Schwartz spoke to the CCAB to express her gratitude for the committee's efforts and raise concerns about the immediate needs of six school districts that are currently in need of BEST funds. She asked the Board to consider how they could make funds available as soon as possible rather than waiting until the assessment was complete. The districts included Moffat 2, Sangre de Cristo Re-22J, Monte Vista C-8, Del Norte C-7, Alamosa Re-11J and Sargent Re-33J. She spoke in support of Ted Hughes' application for the position of Director of the Division of Public School Capital Construction.

III. Executive Session to Discuss Applicants for Director Position

- The CCAB Chair ask for a motion to convene executive session pursuant to § 24-6-402(3)(b)(I), C.R.S., to consider personnel matters.
 - So moved by Norwood Robb;
 - Mike Maloney 2nds the motion;
 - No discussion;
 - Motion carried unanimously.
- The CCAB excuses the audience and moves into executive session at 9:30a.m.
- The CCAB reconvenes the public session at 9:35a.m. and the CCAB Chair asks for a recommendation to the Commissioner of Education for the Director of the Division of Public School Capital Construction Assistance (CCA).
 - Norwood Robb make a motion to recommend Ted Hughes as Director of the CCA;
 - Mike Maloney 2nds the motion;
 - No discussion;
 - Motion set to the CCAB; Approved unanimously.

IV. Discussion of Conflict of Interest

- John Sleeman reviewed the Conflict of Interest Policy with CCAB and pointed out his revisions from the previous version.
- CCAB members had questions as to what personal stake referred to when specifying if a member was in a Conflict of Interest situation. John Sleeman explained that personal stake could be a member who would not be receiving financial benefit or personal gain from a project but still has a personal interest in the application that prevented the member from being impartial.
- The CCAB Chair asked for a motion to adopt the conflict of interest policy as drafted for the CCAB

- John Sleeman recommended that the Board amend the agenda to add as approval of the conflict of interest policy as an action item.
 - Norwood Robb makes a motion to amend the agenda;
 - Greg Randall 2nds the motion;
 - No discussion;
 - Motion carries.
- Norwood Robb makes a motion to adopt the conflict of interest policy as drafted ;
 - Adele Willson 2nds the motion;
 - No discussion;
 - Motion carries.
- CDE Staff asked John Sleeman if this should be put into emergency rules and John Sleeman replied that it was not necessary.

V. Full-Day Kindergarten Capital Construction

- John Sleeman gave the CCAB a briefing the language in HB08-1388 concerning prioritization of the application.
- There was discussion about moving out of order when selecting projects and whether a ratio of Full-Day Kindergarten pupils in a district can be looked at or if number of pupils is the only determinate. HB08-1388 says the Board shall attempt to maximize the total number of students statewide who will be able to attend a full day of kindergarten, 22-43.7-203(3), but some CCAB members felt this created an inequity for districts with a low pupil enrollment. The CCAB Chair referred the CCAB to the map presented in the beginning of the FDK Summary book to show that many rural districts across the state were already implementing a full day kindergarten program and would not qualify.
- There was discussion about the matching component of this program and how they would address the language in the bill that requires half the grants to be matching and half to be non matching grants.
- Ted Hughes from CDE had no recommendations to offer and John Sleeman said he would refer back to the legislative committee reports for guidance on this issue.
- The CCAB Chair than asked the committee to move the Full-Day Kindergarten agenda item to a later meeting date. Ted Hughes agreed and added that CDE is allowed one FTE to administer the FDK program and, once hired, will be able to better review the current applications and collect additional information from the applicants if required.
- There was discussion about a possible second round of awards under the FDK program, since all the funding would not be allocated, and whether applicants who already applied could submit additional information through amendment their applications.
- The CCAB agreed to move the FDK agenda item to a later date to fall in line with the September and October State Board meeting.

There was a discussion on the district matching percentages for the FDK, and BEST grants and particularly whether the formula drafted by staff satisfied the intent of the bill. CDE staff stated that the percentages for the FDK grant were put together using match percentage criteria in HB08-1335 and reflect calculations used in grant cycles.

- Questions about other factors on the FDK summary sheets, such as Capital Reserve Balance, General Fund Balance were deferred to a later meeting date when the FDK program is to be discussed at length.

Dave Van Sant, who was attending via teleconference, asked the CCAB Chair to be excused from the meeting. The CCAB Chair excused Dave Van Sant.

VI. Proposed Facility Construction Guidelines

- There was discussion about how the guidelines fit into the overall purpose in the BEST program. The CCAB chair said it is a measuring stick for the assessors to use when performing the assessment. The guidelines are also going to be utilized as a reference document when reviewing grant applications. CDE staff read language out of HB08-1335 regarding the function of the guidelines.
- There was discussion over the guidelines and some of the CCAB members felt that the document did not have a consistent message from section to section. They felt some sections were assessment driven and other sections were set up like design specifications.

The CCAB chair calls for a five minute recesses

VII. Discussion of Timeline

- The CCAB decided to set the next four meeting dates for each Wednesday from 9:00-11:30. The CCAB agreed to have the Guidelines and the RFP/Assessment on the agenda for the next meeting. They agreed to put the FDK grants on the agenda for the following meeting.

VIII. Other

- There was discussion about providing information to school districts about the Board's intentions in connection with awards before the completion of the assessment. Staff offered to draft a resolution for consideration at the next meeting.
- Action items for the next meeting:
 - Construction Guidelines,
 - the RFP for the assessment,
 - the program timeline, and
 - a resolution on awards before the completion of the assessment.

IX. Adjournment

- Adele Willson makes a motion to adjourn;

- Norwood Robb 2nds the motion;
- No discussion;
- Motion carried;
- Meeting Adjourned.