

**CAPITAL CONSTRUCTION ASSISTANCE BOARD
MINUTES OF THE AUGUST 20, 2008 MEETING**

**Meeting Held at:
Colorado Talking Book Library
180 Sheridan Blvd.
Denver CO 80226
Conference Room**

Wednesday, August 20, 2008

I. Call to Order

- 9:02a.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
Ted Hughes – Ex Officio non-voting member	

John Sleeman – CCAB Legal Advisor Scott Newell - Staff (CDE)
Darryl Muir – Staff (CDE)

Excused

Tim White – CCAB

- Agenda reviewed.
- CCAB Chair asks for motion to approve the agenda.
 - So moved by Norwood Robb;
 - Adele Willson 2nds the motion;
 - No discussion;
 - Motion carried.
- Review of prior meeting minutes.
 - Norwood Robb moves to approve the minutes;
 - Dave Van Sant 2nds the motion;
 - No discussion;
 - Motion carried.

II. Discussion on Communications to Districts as a CCAB Member

- Ted Hughes informed the CCAB they can't represent themselves as CCAB members when supporting or opposing November ballot issues. This must be done as private citizens. As CCAB members they can only provide factual information in response to specific questions.

III. Resolution regarding the BEST grant program

- There was discussion about amending the draft resolution language to be more specific about BEST funding timelines. Some CCAB members felt that the resolution needed to have deadlines stated for when and what type of financial assistance was to be awarded. Other CCAB members felt that the resolution was adequate as drafted and by committing the CCAB to specified dates early in the program's formation without knowing for sure if the CCAB could deliver those results might set the program up for failure in the future.
- There was a related side discussion as to what the projected available funding would be in FY08-09 and what, if any, monies would be set aside for COP's. The CCAB Chair said that the Division does not know the exact amount at this time but should have those numbers soon.
- CDE Staff described some known needs such as supplemental grants to the previous grant program, emergencies since the last funding cycle and additional phases to previously funded projects. No promises or commitments have been made.
- John Sleeman recommended a mutually agreeable amendment to the proposed resolution, which the CCAB agreed upon.
- The CCAB Chair asked for a motion to amend the resolution as drafted for the CCAB
 - Dave Van Sant makes a motion to amend the resolution;
 - Norwood Robb 2nds the motion;
 - No discussion;
 - Motion carries.
- Norwood Robb makes a motion to adopt the BEST resolution as amended;
 - Adele Willson 2nds the motion;
 - No discussion;
 - Motion carries.
- John Sleeman said he would prepare the amended resolution for the CCAB Chair's signature.

John Sleeman was asked by the Division Director to explain creating rules to the CCAB and the process for adopting rules. John Sleeman gave an overview of the rule making process for Boards with rule making authority and emphasized the importance of making rules that have been well thought out. The CCAB asked the Division's staff to start emergency rules for prioritizing FDK grant applications.

IV. Review/approve proposed Facility Construction Guidelines

- After brief discussion over what the guidelines are intended for the CCAB Chair asks for the adoption of the Guidelines with or without changes on the premises they can be changed at a later date. John Sleeman said since the Guidelines are part of the RFP the Guidelines can not be changed once the RFP is advertised and until after a vendor has been selected. CDE staff said since prospective vendors will be looking at the Guidelines

while coming up with their bids the Guidelines should be in an almost complete state before the RFP is advertised.

- There was discussion over different areas of the Guidelines that numerous CCAB members felt needed to be better clarified, expanded upon or changed. The CCAB also wanted additional information on the RFP such as their level of involvement in determining the criteria presented in the RFP and if they were going to be the selection committee. CDE staff said at this time they did not know who would be allowed on the selection committee and they also explained to the CCAB since the RFP is not allowed to become a public document until advertised they were not allowed access to it. CDE staff did say that once a vendor has been awarded the contract the CCAB will be able to sit down with the vendor and go over all the particulars of the assessment and will be involved from that point forward.

The CCAB chair calls for a recess

Upon reconvening the CCAB Chair asks the CCAB to be excused from the meeting and the CCAB Vice-Chair will take over as Chair for the duration.

- The CCAB decided the best course of action would be to submit each of their revisions to CDE staff and allow CDE staff to revise the guidelines and present the revised document as an action item at the next meeting. CDE staff agreed.

V. Discuss and Approve the RFP for the Statewide Facilities Assessment

- There was discussion questioning how the data for the assessment was to be collected and what the total estimated timeframe is for the assessment. CDE staff said they left the RFP ambiguous enough to allow the vendors to determine, in their proposal, how the data is to be collected. CDE staff said they did this to ensure vendors were not excluded and to allow the selection committee the opportunity to see all the different methodologies available for assessments. In reference to the timeline, CDE staff said their best estimate for total start to end time is approximately 11 months plus or minus. This is based on preliminary talks with several vendors.
- There was discussion about the level of involvement, if any, the districts charters and BOCES have in preparing for the assessment and if the CCAB was going to tell the vendor what order districts, charters and BOCES were to be assessed. CDE staff said they do anticipate some level of involvement but can not speculate how much until the successful vendor has been selected. CDE staff said they did not want put an assessment order in the RFP because they felt it might drive costs up.

VI. Public Comment

- Seeing none the Vice-Chair moved to the following agenda item.

VII. Other

- There was discussion about the type of data the CCAB wants when evaluating the Full-Day kindergarten grant applications. CDE Staff said they are going to present a draft emergency rule memorandum at the following meeting which will include several items to use when evaluating grant applications.
- There was discussion about the communication channels on the CCAB website. The CCAB agreed to having a centralized email for the CCAB, having CCAB member profiles and having a Capital Construction listserv to distribute information pertaining to the Division and the CCAB.
- Action items for the next meeting:
 - Revised Construction Guidelines;
 - the RFP for the assessment;
 - bring draft for emergency rules for Full-Day Kindergarten;
 - discuss/adopt a policy on the use of modulars or other temporary auxiliary structures as permanent solutions for Full-Day Kindergarten.

VIII. Adjournment

- Mike Maloney makes a motion to adjourn;
 - Tim Guiterman 2nds the motion;
 - No discussion;
 - Motion carried;
 - Meeting Adjourned.