

CAPITAL CONSTRUCTION ASSISTANCE BOARD MINUTES OF THE SEPTEMBER 28, 2011 MEETING

Meeting held at:
State Offices Building
201 E. Colfax Ave., Denver, CO 80203
State Board Room, 101

The CCAB did not have a quorum, so the CCAB Chair postponed calling the meeting to order and began the Board Report.

I. Board Report

- The CCAB Chair told the CCAB about LiveWell Colorado and how they are an organization that deals with obesity. The CCAB Chair said LiveWell Colorado wants to work with the BEST program to help focus on walk-ability and bike-ability in new schools.

II. Directors Report

- Ted Hughes introduced the newest member to the Division staff, Wendi Chapin, who would be helping out with financial within the department. Ted Hughes told the CCAB Wendi Chapin would be working split between the Division of Capital Construction and Public School Finance. Wendi Chapin introduced herself to the CCAB and told about herself and her background. The CCAB welcomed Wendi Chapin.

Ted Hughes told the CCAB about a recent ribbon cutting at Alta Vista Charter School. Ted Hughes told the CCAB the school looks good and that it fits their needs well.

Dave Van Sant entered the meeting and the CCAB agreed to call the meeting to order.

III. Call to Order

- 1:20 p.m. Mary Wickersham called the meeting to order.

Attendees

Mary Wickersham – CCAB Chair	Ted Hughes – Staff (CDE)
Dave Van Sant – CCAB	Kevin Huber – Staff (CDE)
Norwood Robb – CCAB Vice-Chair	Cheryl Honigsberg – Staff (CDE)
Pete Jefferson – CCAB	Dustin Guerin – Staff (CDE)
Greg Randall – CCAB	Jay Hoskinson – Staff (CDE)
Tom Stone – CCAB	Wendi Chapin – Staff (CDE)
Erica Weston– CCAB Legal Advisor	

Excused

Lyndon Burnett – CCAB	Adele Willson – CCAB
Mike Maloney – CCAB Secretary	

- Agenda reviewed

- CCAB Chair asked for a motion to approve the agenda;
 - So moved by Norwood Robb;
 - Dave Van Sant 2nd the motion;
 - No discussion;
 - Motion to approve the agenda carried.

- CCAB Chair asked for a motion to approve the June meeting minutes;
 - So moved by Norwood Robb;
 - Dave Van Sant 2nd the motion;
 - No discussion;
 - Motion to approve the minutes carried.

IV. Directors Report (*cont'd*)

- Ted Hughes told the CCAB about a recent groundbreaking at Vista Charter School. Scott Newell from the Division attended and told the CCAB the event was rainy, but good. Scott Newell told the CCAB some of the State Representatives for the district were at the event as well. Ted Hughes said the new school was going to be a good fit for the students at Vista.

Ted Hughes told the CCAB about the groundbreaking he and Division staff member Cheryl Honigsberg attended for the Colorado School for the Deaf and Blind (CSDB). Ted Hughes told the CCAB the event was officially called a re-dedication ceremony. Ted Hughes said he got to tour the school and noted that John Dickerson, an architect, said the CSDB was the best state-of-the-art deaf school in the nation. Ted Hughes mentioned another BEST project that was awarded for the Rocky Mountain Deaf School and how he has challenged them to try to build the next state-of-the-art deaf school.

- Ted Hughes gave the CCAB a status update on the Public School Facility Construction Guidelines and asked the CCAB if they had anymore comments. There were none.

- Ted Hughes also told the CCAB how they subcommittee needed to reconvene to discuss the new charter school match percentage calculation. Ted Hughes told the CCAB the service and information from Augenblick, Palaich & Associates (APA) was disappointing. Ted Hughes told the CCAB the firm did not provide new ideas, but was helpful in helping develop Division staff ideas.

V. Discussion Items

- Review and discuss the results of the Third Mile Group Survey, discuss strengths, weaknesses and opportunities for future grant selection meetings. Cathy Walker, with the Third Mile Group, introduced herself to the CCAB and reviewed the results of a recent survey the Third Mile Group had completed. Cathy Walker told the CCAB the main goal of the survey was to improve the grant selection process and grant application. Cathy Walker told the CCAB fifty-six applicants were invited to take the survey, of which forty-eight started and forty-two completed. Cathy Walker told the CCAB the responses were overall positive and there was lots of good feedback on how to improve and what was working well. Cathy Walker further reviewed the results with the CCAB. A CCAB member said there were a lot of comments, but no suggestions on how to fix applicant's issues. The CCAB discussed the results and how the process of selecting grants went. The CCAB discussed how it was important to have a formalized process, laid out step-by-step and that they needed to stick to

it. Ted Hughes suggested finalizing the process at a future CCAB meeting, the CCAB agreed. The CCAB thanked Cathy Walker for her presentation and time.

- Discussion pertaining to Proposition 103. The CCAB Chair told the CCAB about Proposition 103 which would be on the ballot in November. The CCAB Chair said it was a temporary tax increase for public education, and asked if the CCAB wanted to take a position in favor or against the proposition. A CCAB member said ‘yes’ he would like to support. Another member asked if it would have a legislative impact. Another CCAB member said he thinks the CACB should not take a position since it would not directly affect the BEST program. The rest of the CCAB agreed and the CCAB made no opinion on the subject.
- Discussion pertaining to creating board by-laws. A CCAB member told the CCAB that the Board had no by-laws and that when the BEST program was created; the Board was in a rush and overlooked creating by-laws. The CCAB member stated the CCAB seems to talk a lot, but does not take enough action and noted the CCAB was not in compliance with Roberts Rule of Order. A CCAB member suggested the Board may not need to have by-laws, but rather procedures. The CCAB agreed that a document of standard operating procedures needed to be in place. The CCAB Chair asked for the Division to put together a manual for the next CCAB meeting.

The CCAB Chair called for a short break.

- Discuss high-performance review of project designs. Ted Hughes told the CCAB about a program that was going away that the Governors Energy Office (GEO) provided to school districts throughout Colorado. The program offered high-performance review of project designs and Ted Hughes suggested the BEST program look into offering this service to current and future applicants. Ted Hughes told the CCAB that high-performance design review could be built into the grant or that the Division could hire an outside consultant to complete the task, and asked for the CCAB’s opinion. A CCAB member said she thinks it is a good tool. Another CCAB member asked about cost to do the reviews. Ted Hughes said the GEO told him the reviews cost roughly \$10,000 each. The CCAB talked about the third party design reviewers working with the architects and if an integrated design was possible. Ted Hughes told the CCAB he thought if the Division was assisting with the process, integration of the high-performance review would stand a better chance of being incorporated. A CCAB member told about his experience as a high-performance design reviewer and that resistance from the architect to incorporate the findings was few and far between. The CCAB discussed whether the high-performance review should be built into the grant, if it should be a question in the grant application or if it should be used as an allowance for awarded projects.
- Discuss Charter School Land Purchase from a school district. Ted Hughes told the CCAB how the Rocky Mountain Deaf School (RMDS) was having trouble securing a site for their new school. Ted Hughes told the CCAB RMDS had the option of purchasing a site from Jefferson County School District and that the cost was significantly less than what they had budgeted and he thought the CCAB should be aware. A CCAB member said he thinks it is a local issue. The CCAB agreed the purchase was okay.

VI. Action Items

- **Discussion:** *Pete Jefferson recused himself from the discussion and voting.* Ted Hughes told the CCAB how Prairie School District RE-11, which was awarded a BEST FY2011-12 lease-purchase grant, was purchasing land from the State Land Board and that the State Land Board wanted a letter of support from the CCAB saying they approve of the sale. The CCAB reviewed the letter and multiple CCAB members stated they had no problems with the land purchase.

Motion by: Dave Van Sant

I move to support the sale of the land from the State Land Board to Prairie School District RE-11. Norwood Robb 2nd the motion.

Vote: The CCAB voted: 5 votes yes, 0 votes no. The motion carried.

VII. Future Meetings

- Ted Hughes told the CCAB the next meeting in November and talked about the financing that was set to close for the BEST FY2011-12 lease-purchase projects November 8th.

VIII. Public Comment

- The CCAB Chair asked if there was anyone else who had questions or would like to speak from the public.
- Tami Cassetty, with Ross Montessori Charter School, thanked the CCAB for their opportunity at a BEST grant and asked the CCAB to reconsider Ross Montessori's match amount. Tami Cassetty told the CCAB how it is hard for an Institute Charter School to raise money and the unique situation they were in and that they had only raised about \$435,000.

Mark Hyatt, the Director of the Charter School Institute (CSI), told the CCAB he had talked with Ted Hughes about Ross Montessori and their trouble with obtaining a match. Mark Hyatt told the CCAB he agrees Ross Montessori could do more, but that the school was doing a lot of work and that he supports them.

The CCAB Chair thanked Tami and Mark for their comments. Ted Hughes told the CCAB he thought Ross Montessori could have had a stronger waiver letter. A CCAB member said he thought the request was worthy, but precedence setting. Another member said it would not be fair to change the ground rules in the middle of the game. Another member noted how the CCAB needs to stick to the process and that they are working to ensure it is fair for everyone and that he was not comfortable with reconsidering Ross Montessori's request.

IX. Adjournment

- The CCAB Chair asked for a motion to adjourn:
 - So moved by Norwood Robb;
 - Dave Van Sant 2nd the motion;
 - No discussion;
 - Motion carried;
 - Meeting Adjourned