

**CAPITAL CONSTRUCTION ASSISTANCE BOARD
MINUTES OF THE November 3, 2008 MEETING**

**Meeting Held at:
The Colorado Department of Education
201 East Colfax Ave.
Denver CO 80203
State Board Room**

Monday, November 03, 2008

I. Call to Order

- 9:07a.m. Mary Wickersham called the meeting to order.

Attendees

Mary Wickersham – CCAB Chair	Tim Guiterman – CCAB
Norwood Robb – CCAB Vice-Chair	Dave Van Sant – CCAB
Greg Randall – CCAB	Tom Stone – CCAB
Adele Willson – CCAB	
Ted Hughes – Ex Officio non-voting member	

John Sleeman – CCAB Legal Advisor	Scott Newell - Staff (CDE)
Cheryl Honigsberg – Staff (CDE)	Vody Herrmann –Staff (CDE)

Excused

Mike Maloney – CCAB Secretary
Tim White – CCAB

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

II. Directors Report

- Ted Hughes informed the CCAB that three CCAB members, including him, would be giving a presentation at the League of Charter Schools on Thursday about the BEST program.

III. General Discussion Items – BEST Grant Program Timeline

- Before starting on the BEST timelines the CCAB Chair gave the CCAB a brief orientation over the hearing proceedings later in the meeting. The CCAB Chair also gave a general statement to the CCAB regarding the importance this program has to the State legislature. The Chair additionally said process of setting up this program will continue to take a lot of work from the CCAB and the CCAB needs to continue to make solid, sound decisions keeping the needs of all school facilities in the State top of mind.
- Ted Hughes directed the CCAB to review the timelines presented to them for discussion. Ted Hughes gave an overview of each timeline and went over proposed times that each could start and end.
- The CCAB Chair felt the initial grant cycle should be shrunk down to meet dates districts needed to certify bonds by. The CCAB Chair also felt the application period should be lengthened.
- There was general discussion over the statewide facility assessment and where it fit into the dates proposed in the timelines. Ted Hughes said it is factored into the timeline but will display it on the timeline for planning purposes.
- There was a discussion over the application process and what the applicants need to do additionally to prepare an application once their assessment data was received. Ted Hughes explained that even if an applicant is highly ranked from the assessment results they would still need to prepare a solid budget and plan before they would be considered for financial assistance.
- There was general discussion over sending out notification to applicants informing them of the start date for the initial grant cycle. Ted Hughes said that will occur once the timelines and dates are approved by the CCAB. Ted Hughes additionally said the CCAB needs to allow enough time to ensure the CCAB is making a quality program and sound procedures and not rush to avoid making costly mistakes.

The CCAB chair called for recess before the commencement of the first hearing

IV. Full-Day Kindergarten Facility Capital Construction

- Upon reconvening John Sleeman gave the CCAB a brief orientation over the public hearing proceedings.
- The CCAB Chair called the hearing for rules pertaining to full-day kindergarten facility capital construction to order.
- The CCAB Chair read opening statements and opened the floor up for any comments pertaining to the rules. Seeing none the CCAB Chair turned to the CCAB and asked for comments. The CCAB had no comments for consideration.
- The CCAB Chair, having no comments, closed the hearing for rules pertaining to full-day kindergarten facility capital construction.

V. Statewide Facility Assessment

- Ted Hughes told the CCAB the RFP selection committee will be meeting this week and next week to decide on a vendor for the assessment.

VI. Future Meetings

- There are currently two meetings scheduled in November, one on the 12th and the other on the 19th 2008, both at 9:00am.

VII. General Public Comment

- The CCAB Chair, seeing none, moved to BEST Rules.

VIII. BEST Grant Program

- The CCAB Chair recommended to the CCAB they table the BEST rules until the following meeting to allow additional time for review and comment. The CCAB agreed and the BEST rules were tabled until the following meeting.

The CCAB chair called for recess until the next hearing

IX. Construction Guidelines

- Upon reconvening the CCAB Chair called the hearing for rules pertaining to public schools capital construction guidelines to order.
- The CCAB Chair read opening statements and opened the floor up for any comments pertaining to the rules.
- The first comments came from Dave Kurtz, Architect & Joe Glaze, pre-Construction Manager – NEENAN Archistruction. They felt the guidelines should address whether they are minimum or maximum standards and describe how they will be used if districts exceed the guidelines and how this would effect funding.
- The second comment came from John Gotto, Educational Consultant - NEENAN Archistruction. He had concerns about the school facility site size guidelines chart, PK-12. He suggests changing “additional acre for each 150 students” to...100. He also recommended increasing the minimum site requirement. He also commented on whether the teacher/student ratio should be specifically set.
- The third comment came from Josh Hensley, Planning Coordinator – Aurora Public Schools and Colorado Educational Planning Association (CEPA). His concern was over Section two, paragraph 4.7 school facility site size guidelines chart. He felt the minimum site sizes are too small for districts, “one size does not fit all”. He suggested removing chart.
- The fourth comment came from Denny Hill, Strategic Resource West and CEPA. He distributed a document to the CCAB with comments and proposed changes to section one, paragraphs 3.18.1, 3.18.2, 3.18.5, 3.19.1 and section two, paragraph 4.7 of the guidelines.

- The fifth and final comment came from James E. Bittle, Director of Construction Management – Aurora Public Schools. He distributed documentation to the CCAB and had comments over section two, paragraph 4.7 School Facility Site Size Guidelines Chart. He felt site standards were too small to accommodate suburban and urban school districts. He suggested using Council of Educational Facilities Planners International. (CEFPI) School Site Size guidelines.
- There were comments submitted to the CCAB via email which pertained to site size, formatting of the rules and references to ASHRAE 55.
- The CCAB Chair, seeing no additional comments closed the hearing for rules pertaining to public schools capital construction guidelines.
- The CCAB Chair asked the CCAB if they wished to discuss the comments or wait until the following meeting. The CCAB agreed to wait until the following meeting.

X. Adjournment

- The CCAB Chair makes a motion to adjourn
 - So moved by Norwood Robb;
 - Tom Stone 2nds the motion;
 - No discussion;
 - Motion carried;
 - Meeting Adjourned.