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| C:\Users\huber_k\AppData\Local\Temp\wz9d54\co_cde__dept_300_rgb_standard.png | **Vision**  *All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.* |

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| **Goals**  *Every student, every step of the way*  **Start strong**  **Read by**  **third grade**  **Meet or**  **exceed standards**  **Graduate**  **Ready** | |
| **Date & Time:**  September 28, 2016  12:45 p.m. – 3:30 p.m. | **Location:**  201 E. Colfax Ave. Rm. 101  Denver, CO 80203 |

**Capital Construction Assistance Board Members**

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| Tim Reed – Pro Tem Chair  Cyndi Wright | Margi Ammon  Denise Pearson  Ken Haptonstall | Scott Stevens  Kathy Gebhardt  Roger Good |

1. **Call to Order** – 12:45 p.m.
2. **Pledge of Allegiance**
3. **Roll Call** – Roger Good, Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed  
   **CDE Staff Attendees:** Jennifer Okes, Jim Owens, Kevin Huber, Dustin Guerin, Cheryl Honigsberg, Jay Hoskinson, Ashley Moretti, Heidi Dineen and Robyn Cochran from the Attorney General’s Office
4. **Approve Agenda**

Motion by: Roger Good  
2nd by: Scott Stevens   
All opposed: None  
Motion approved unanimously

1. **Approve Previous Meeting Minutes from May 24-25, 2016, July 27, 2016 & August 24, 2016**

Motion by: Scott Stevens  
2nd by: Cyndi Wright   
*Denise Pearson commented that in the July 28 minutes, section VIII.b should read “The CCAB collectively agreed that once the November 2016 election results are certified and all awarded projects for the current cycle are finalized,…..”*   
All opposed: None  
Motion approved unanimously

1. **Board Report**

Tim Reed informed the CCAB that he was a speaker at the recent Charter League meeting about the changes in doorknob hardware code and how the BEST board would potentially views these projects. He added that within the next grant cycle, the CCAB could see applications from districts addressing doorknob hardware, but since districts are not in violation until 2018, these projects may not be considered as priority one. Denise Pearson commented that she recently replaced failing hardware in her district with hardware that meets the new code and it was expensive.

Roger Good informed the CCAB that he attended a social event with rural charter schools and listened to them express concerns about the BEST Program within their districts.

Denise Pearson informed the CCAB that she had recently been contacted by Randy Holmen, Superintendent for Genoa-Hugo School District. He asked if someone from the CCAB could talk to his district’s school board about the district’s concerns regarding their BEST grant. Denise Pearson added that she and Jay Hoskinson, Regional Program Manager, have been in contact with the district to offer some assistance. Tim Reed asked Denise Pearson what the district’s concerns were and she stated the grant has been completed but there were outstanding concerns of an unspecified nature.  
  
*Kathy Gebhardt entered the meeting*

1. **Public Hearing (1:00 p.m.)** – called to order at 1:00 p.m.
2. **Rulemaking Hearing: Public hearing regarding the BEST Rules – 1 CCR 303.3.**   
   -There was no public comment or board discussion.
3. **Assistance Board vote to consider the adoption of the BEST Rules – 1 CCR 303.3**  
   Motion by: Cyndi Wright   
   2nd by: Roger Good  
   All for: Kathy Gebhardt, Roger Good, Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed   
   All opposed: None   
   Motion approved unanimously
4. **Public Hearing (1:15 p.m.)** – Called to order at 1:15 p.m.
5. **Rulemaking Hearing: Public hearing regarding the Public School Facility Construction Guidelines -1CCR 303-1.**   
   -There was no public comment or board discussion.
6. **Assistance Board vote to consider the adoption of the Public School Facility Construction Guidelines -1CCR 303-1**  
   Motion by: Scott Stevens   
   2nd by: Denise Pearson   
   All for: Kathy Gebhardt Roger Good, Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed   
   All opposed: None   
   Motion approved unanimously
7. **Director’s Report**

Jim Owens started his director’s report by informing the CCAB of recent board changes. He explained the Governor’s Office recently appointed Margi Ammon to fill the district architect opening. He also added the State Board of Education appointed Roger Good as the School Board Member in July and reappointed Cyndi Wright for a second term in September. He continued by addressing recent CDE organizational changes; Leanne Emm was promoted to Deputy Operations under the Commissioner and Jennifer Okes was promoted to Executive Director, Public School Finance. The Division of Capital Construction now reports to the Commissioner thru Jennifer.

Jim informed the CCAB of events the Division had recently attended; Fort Morgan Middle School and Ouray PK-12 ribbon cuttings. He also stated upcoming events the Division will be attending and presenting at; Colorado Association of School Business Officials Conference, USGBC Summit, National Council for School Facilities and the Colorado Association of School Boards Conference.

Jim updated the CCAB on the Facility Insight Program. He explained the assessors are assessing only tier one facilities while tier two facilities are being reported by the individual districts. The adequacy survey feedback from districts also examines how well the facilities are supporting educator delivery of programs. He added that pilot assessments have been completed, approximately 770,000 sq. ft. have been assessed thus far, and an estimated 1 million sq. ft. are to be assessed next month. Additionally, the public portal containing assessment data should be completed by the end of October. The Division continues to work with our consultant, VFA, to fine tune data. Objective remains to complete the entire state assessment in three years. Jim added this is a typical benchmark for large public sector facilities owners. Finally, Jim mentioned that the Division would plan to demo the portal early in 2017.

Tim Reed asked how the assessments are going thus far. Dustin Guerin, Supervisor, Statewide Facility Assessment Program, responded saying the data collection is going great but the data input is more complex than anticipated. Tim Reed also asked if the data collected was meeting the requirements. Dustin confirmed it was. Kathy Gebhardt asked how the districts are responding to the assessment. Dustin indicated the assessors were providing two weeks advance notice and the districts were cooperating. She also asked if the additional time needed for data input would create timing delays over the entire state. Dustin responded saying that Parson’s suggested a three year time frame for completion but that included administrative support. Since the team does not have administrative support, it may take the team a little longer to assess all districts. Additionally, Kathy Gebhardt asked if the data collected could prioritize a district in terms of highest need and if there was an immediate need found would the CCAB be notified. Dustin Guerin confirmed the need can be prioritized and right now the assessors notify the district only if there is an immediate need. Scott Stevens asked if there has been a finalized schedule of when districts will be assessed and Dustin answered saying each assessor is in charge of planning their own visit schedule. But, he would be collecting the assessor’s schedules into a master format.

Jim explained to the CCAB that the water testing item agenda is still being developed by the Division.

Jim gave a fiscal update stating the FY2016-17 grant cycle included thirty-one cash grants that were awarded and funded except for the seven which are conditional based on the individual district’s bond passing. If any of the bonds don’t pass based on election certification, the Division will then award the appropriate back-up project(s) as the CCAB had previously established the priority. Jim added he would inform the CCAB via email Jim also shared that the Division was also tracking over $4.4B in capital construction bond measures over the state.

Jim proceeded to explain that the Division was working to estimate revenues for FY16/17 and expected to send an email next month on expected cash grant recommendations. Future CCAB meetings would include this as a discussion item. Jim also added that the Division has asked the State Treasury’s Office if they head a recommendation for how much we might borrow including what the debt service would look like. This information, when obtained, will help the Division make recommendation to the CCAB on three, five and seven year projections for both cash and lease/purchase projections.

1. **Discussion Items**
2. **Develop CCAB Legislative Platform**   
   Heidi Dineen, Attorney General’s Office representative, suggested to the CCAB that they could further evaluate the concept of a BEST planning grant and what the stipulations Kathy Gebhardt commented that districts may have a tough time finding consultants to propose on master planning efforts due to the high market demand. Scott Stevens added the planning grants would be beneficial to the districts and would provide additional information to the CCAB when reviewing applications. Tim Reed added the CCAB should require a district to wait a cycle after they receive a planning grant. Cheryl Honigsberg, Regional Program Manager, added the assessments will help alleviate the cost for a master plan as some of the work would be completed by the assessors. Additionally, Dustin Guerin added if the Division is aware of a district coming for a BEST grant this cycle, the assessors would be completing assessments of those districts as long as there is enough time before the grant review process begins.

Denise Pearson suggested the CCAB should look into the process around receiving gifts/donations.

Kathy Gebhardt suggested the CCAB look into using excess marijuana funds for an operational mill levy for rural school districts. Tim Reed responded stating this would address the CCAB’s concern on how smaller districts could address recurring maintenance on awarded projects. Additionally, it would be a way to protect the state’s investment with a BEST grant.

1. **Discuss Holding a Breakout Session at the December 2016 CASB Meeting**   
   Tim Reed suggested the December 2016 meeting be held at the CASB Conference. Kathy Gebhardt explained it would be a good idea to present/have a booth at CASB since it would allow an opportunity for school boards and district officials to gain additional information about the program.

Denise Pearson commented on the COP process and the guidelines for funding/completion time constraints. She questioned if the districts would be able to hire contractors given the high demand in the market. Tim Reed suggested the CCAB consider if a project is fit to be awarded this grant cycle or if it should be applied for in a different cycle to avoid high premium costs. Kathy Gebhardt suggested including possible contracting issues in the presentation at CASB. Scott Stevens also added the cost per sq. ft. increase the further contractors travel from urban areas. Additionally, the further a district is from the Front Range, the higher the premium is for quality.

1. **Action Items**
2. **Elect Pro Tem Chair to Serve Until a Chairperson is Elected**

Motion by: Denise Pearson   
2nd by: Scott Stevens   
All opposed: None   
Motion passed unanimously

1. **Future Meetings**

* October 19th, 2016 – Time TBD Location: Superintendents Conference, Grand Junction, CO
* November 16th, 2016 – 1:00 p.m. Location: 201 E. Colfax Avenue, Room 101, Denver, CO 80203
* December, 2016 – TBD

1. **Public Comment** – Cindy Compton, Director of Swallows Charter Academy invited the Division and CCAB to visit the school before the grant review process begins.
2. **Adjournment** – 2:12 p.m.

Motion by: Scott Stevens   
2nd by: Kathy Gebhardt   
All opposed: None   
Motion passed unanimously