



**Vision**

All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.

**Goals**

*Every student, every step of the way*



**Date & Time:**

January 11, 2018  
1:00 p.m. – 3:30 p.m.

**Location:**

Colorado High School Charter, 1175 Osage St. Suite 100  
Denver, CO 80204

**Capital Construction Assistance Board Members**

Tim Reed – Chair  
Kathy Gebhardt – Vice Chair  
Brian Amack

Margi Ammon  
Denise Pearson  
Ken Haptonstall

Cyndi Wright  
Scott Stevens  
Roger Good

- I. Call to Order – 1:00p.m.
- II. Pledge of Allegiance
- III. Roll Call – Brian Amack, Margi Ammon, Roger Good, Ken Haptonstall (phone-in), Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed  
CDE Staff: Andy Stine, Anna Fitzer, Dustin Guerin, Jay Hoskinson, Cheryl Honigsberg, Julia Fitzpatrick, Ashley Moretti (phone-in)  
Attorney General’s Office: Robin Cochran
- IV. Approve Agenda  
Motion by : Cyndi Wright  
Second by: Roger Good  
All for: Brian Amack, Margi Ammon, Roger Good, Ken Haptonstall (phone-in), Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed  
All opposed: None
- V. Approve Previous Meeting Minutes from November 30, 2017 meeting  
Motion by: Ken Haptonstall  
Second by: Brian Amack  
All for: Brian Amack, Margi Ammon, Roger Good, Ken Haptonstall (phone-in), Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed  
All opposed: None

*Kathy entered the meeting at 1:07p.m.*

- VI. Board Report  
Ken Haptonstall mentioned there are a couple of representatives supporting a draft bill pushing for BEST’s cap on COP’s to be increased and also for BEST to receive additional marijuana excise tax dollars.  
Kathy Gebhardt explained the draft bill has been written so all of the marijuana excise tax spillover dollars (dollars past the BEST \$40 million cap) go into the BEST program instead of the State Education Fund. There is also an extension on the cap for current COP funds that would allow BEST an additional \$5 million in COP funds over the next two years. The League of Charters, Charter School Institute, and the Rural Alliance are all on board with the

draft bill. Kathy also asked if it was possible to obtain a current BEST fact sheet to give to lobbyist and other parties acting on the draft bill.

## VII. Director's Report

Andy mentioned the draft bill has been written to provide BEST with 90% of the marijuana excise tax dollars or \$40 million (current cap), whichever is greater.

Andy attended the December 2017 Capital Development Committee and presented on BEST program updates. He also will be attending their capital projects tour throughout southern Colorado in March.

Andy attended the National Council for School Facilities conference in December 2017. There were twenty-seven states represented. The Division of Capital Construction is viewed as the most equitable and precise in the program in the country. The Capital Construction program is going to be a template for the state of Oregon to create their capital construction program.

The CCAB has a handful of reappointments this year. Division staff will be reaching out to see if those CCAB members who are up for reappointment are interested in being reappointed.

The Division held a grant application tutorial webinar on January 10, 2018 and had thirty-two attendees.

Andy and Anna Fitzer met with the Colorado League of Charters to talk about how the BEST program addresses the neediest schools in Colorado.

CDE has posted a web developer position to help the Division create a new BEST grant application platform beginning FY2019-2020. This would be a shared part-time position with another CDE unit.

Dustin and Ashley worked hard to hire three new staff for the Facility Insight program. They managed to get all three new employees on-boarded by the Facility Insight's semi-annual meeting in December.

Dustin Guerin, Supervisor Statewide Facility Assessment, updated the CCAB on the progress of Facility Insight.

The program is now looking at completing assessments of the entire state in five years. Dustin commented that five years is also a good time to start re-evaluating buildings systems.

## VIII. Discussion Items

### a. Tie Break Solution

Anna Fitzer introduced a tool that Division staff have created to help to streamline the process to break tied applications during the May grant selection meeting. The tool does not replace the paper evaluation sheets with official application scores, but instead provides a way for each CCAB member to keep track of their individual scores. During the review period (before the May grant selection meeting) each CCAB member would fill in an excel sheet (provided by the Division) pre-scoring each application for: shortlist, priority, financial capacity, facility condition, project proposal, and any additional factors. The excel sheet would tally the number of points given for each factor and generate a total score. This pre-scoring spreadsheet will then link to another sheet (tie break tool) that will give each application a relative rank number based on the score. During the May grant selection meeting, CCAB members would have access to their pre-scoring sheets and would be able to make any necessary scoring changes so score would reflect the grant evaluation tool. If there was a tie between two or more projects, each board member would use their tie break evaluation tool (excel sheet with projects ranked) to individually break a tie.

Scott Stevens expressed concern about having to change scores due to presentations. Andy commented he would ideally like each CCAB member to bring a laptop to the May meeting so CCAB members can update scores as necessary. Andy also indicated he would ultimately like to move away from a paper evaluation system and use an electronic evaluation system in future cycles.

The CCAB collectively agreed to move forward with this process to break ties at the May grant selection meeting.

### b. Small vs. Large Projects (two lists)

Julia Fitzpatrick lead the conversation around developing two lists of BEST projects (small vs. large). She expressed Division staff are in favor of having a single list. One list holistically looks at the projects that are neediest.

Scott Stevens commented that if the CCAB put aside \$5 million for projects under \$500,000 the CCAB could have funded a significant amount of more projects.

Anna Fitzer stated if the CCAB scores all projects using the same evaluation tool, by having two lists it could be possible to skip over a project who was ranked higher but is on a different list. This the Division believes skipping projects is against statute. The CCAB would need to develop two separate lists and separate evaluation processes for each list.

Ken Haptonstall stated that small systems always complain they don't need millions of dollars but the CCAB eats up all the dollars on big projects. He believes the CCAB needs to provide financial assistance to the most schools possible with the dollars provided.

Kathy Gebhardt commented the CCAB needs to be spending the money where it will have the biggest impact and last the longest which she believes is the smaller projects.

The CCAB and the Division discussed how to best address small projects vs. large projects and agreed to have Division staff evaluate past cycle data to see how many small projects have been funded in comparisons to large projects and how many dollars have been allocated to small projects vs. large projects. Division staff would share the findings at the February 8, 2018 CCAB meeting.

- c. Update Source of Match and Unused Funds for Lease-Purchase Grants Policy  
At the November 30, 2017 CCAB meeting, the CCAB asked for Division staff to update the "*Source of Match and Unused Funds for Lease-Purchase Grants Policy*" to include language from the "*State of Colorado Colorado Department of Education Grant Agreement section VII D. Matching Funds*" which states "*Grantee shall provide matching funds in accordance with the Application. Grantee shall have the full amount of matching funds on deposit, budgeted and appropriated prior to the Effective Date and shall report to the State regarding the status of such funds upon request.*". This would help clarify if a project is using a performance energy contract as their source of match, matching funds will need to be obtained by the effective date of the contract. The CCAB agreed with the revised policy and will adopt it at the February 8, 2018 CCAB meeting.
- d. Add an additional ½ day to the May Grant Selection Meeting  
To relieve some of the burden on staff to develop the prioritized list at the end of day two, Andy suggested to add a third day to the May grant selection meeting. Currently the meeting is scheduled for May 17 & 18, 2018 (Thursday/Friday). The CCAB would have to decide where to put the third day (either Wednesday May 16 or Saturday May 19). There would be no presentations on the third day, it would be strictly CCAB business. The CCAB agreed adding a third day would be a good idea. As to what day the third day would be they decided to table that decision for the next meeting.

#### Action Items

- e. Amend FY 2018-19 BEST Financial Assistance Cycle Timeline to Include an Additional ½ day During May Meeting  
This item was tabled until next meeting so each CCAB member could look at their schedule and decide what day works best for the third day for the May grant selection meeting.

Motion by: Kathy Gebhardt

Second by: Roger Good

All for: Brian Amack, Margi Ammon, Kathy Gebhardt, Roger Good, Ken Haptonstall (phone-in), Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed

All opposed: None

- IX. Future Meetings – Kathy Gebhardt request the February meeting be pushed back to 2:00pm to avoid a scheduling conflict. The CCAB agreed to the modified time.

- February 8, 2018 @ 2:00 p.m. Location: 201 E. Colfax Avenue, Room 101, Denver, CO 80203
- March 8, 2018 @ 1:00 p.m. Location: 201 E. Colfax Avenue, Room 101, Denver, CO 80203
- April 12, 2018 @ 1:00 p.m. Location: TBD

X. Public Comment – No one was signed up for public comment.

XI. Adjournment – 2:46p.m.

Motion by: Scott Stevens

Second by: Cyndi Wright

All for: Brian Amack, Margi Ammon, Kathy Gebhardt, Roger Good, Ken Haptonstall (phone-in), Denise Pearson, Scott Stevens, Cyndi Wright, Tim Reed

All opposed: None

*\*\*After the adjournment of the meeting, Colorado High School Charter gave a presentation on their completed BEST grant for a security renovation. A tour of the school's campus to show the renovations followed immediately after the presentation.*

**The mission of the Capital Construction Assistance Board is to protect the health and safety of students, teachers and other persons using public school facilities and maximize student achievement by ensuring that the condition and capacity of public school facilities are sufficient to provide a safe and un-crowded environment that is conducive to student's learning.**